

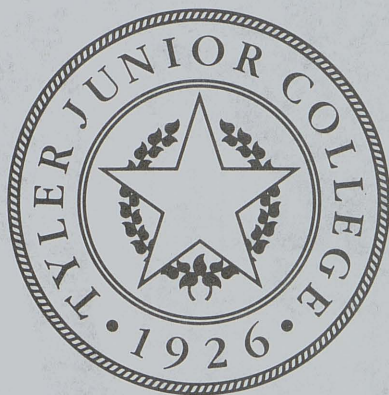


TYLER JUNIOR COLLEGE

CATALOG 1992-93

Tyler Junior College

Catalog 1992-93



Tyler Junior College gives equal consideration of all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

“Students need more than factual information. They need to experience the excitement of learning, the challenge of new ideas and the pride of accomplishment.”

Jeanette Stewart

Instructor, Biology

B.A. Austin College

Ph.D., The University of Texas at Austin



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Where to Write or Call

For more information concerning specific aspects of the College, contact the admissions office.

Write: Admissions Office
Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711

Telephone: 903-510-2523
903-510-2398

"I want my students to have confidence in me as an instructor, but I also want them to know that I am interested in them as individuals. I care about their goals, their successes and their frustrations."

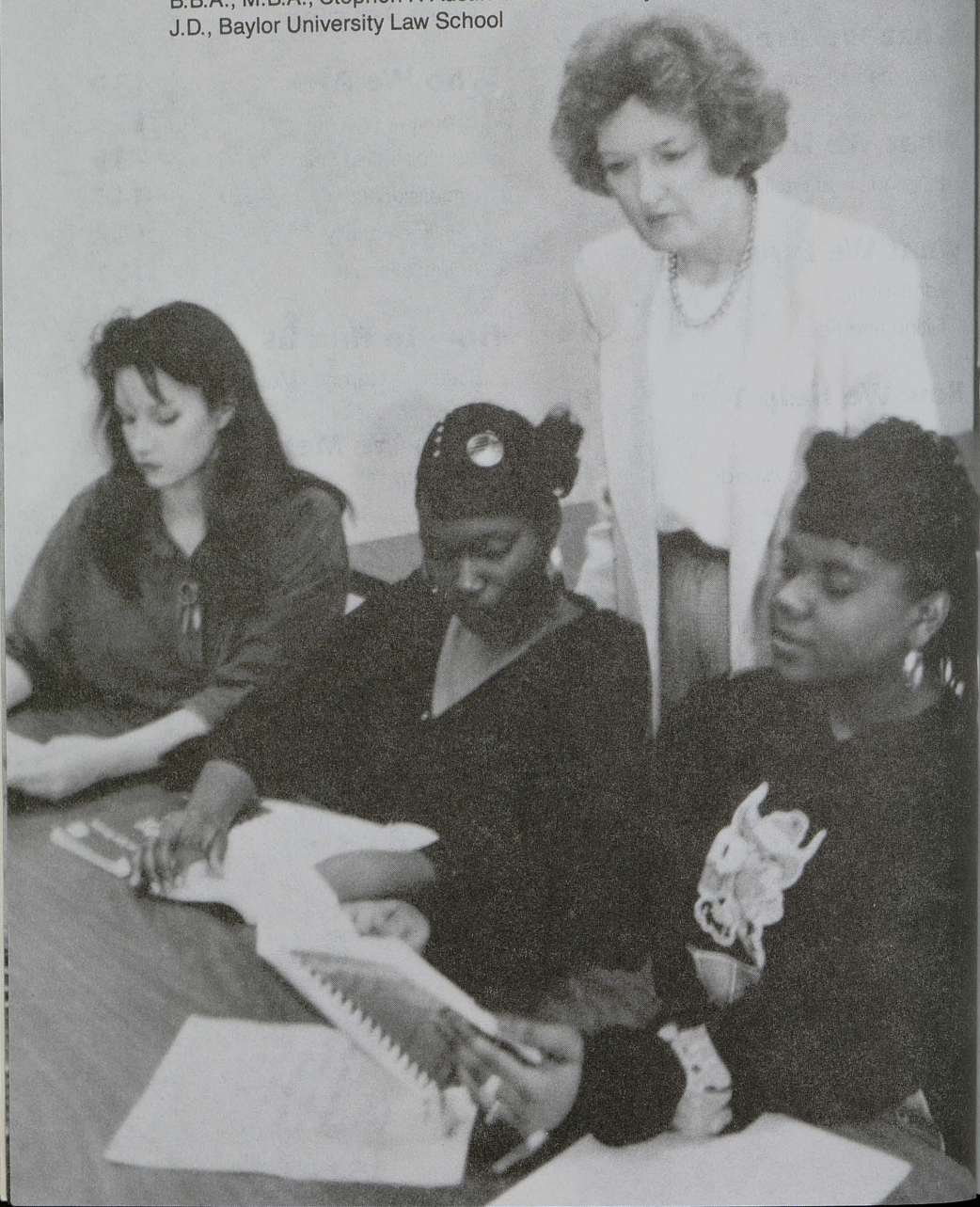
Margaret L. Hussey

Instructor, Legal Assistant

A.A., Tyler Junior College

B.B.A., M.B.A., Stephen F. Austin State University

J.D., Baylor University Law School



Who Governs Us

Board of Trustees

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Jim M. Vaughn, M.D.

How We Began

Tyler Junior College was established in 1926 as part of the Tyler Public School System. The College gave residents of the Tyler area access to higher education, offering limited courses in the traditional liberal arts and pragmatic courses in public school music and home economics.

The College had a small student body during its early years. In the 1930's, as the country struggled through the Depression, only 200 students were enrolled at the College.

However, the prosperity of the 1940's signaled major changes. In 1945, Tyler voters overwhelmingly approved a measure to create a junior college district and issued \$500,000 in bonds for the College. The expansion of the College included new facilities and new full-time faculty members. One of those new members taught a radio course that became the first of many vocational courses that would be offered. The College's growth came at an appropriate time for local residents and for many veterans who returned to Tyler to seek new opportunities and realized that those opportunities were linked to higher education.

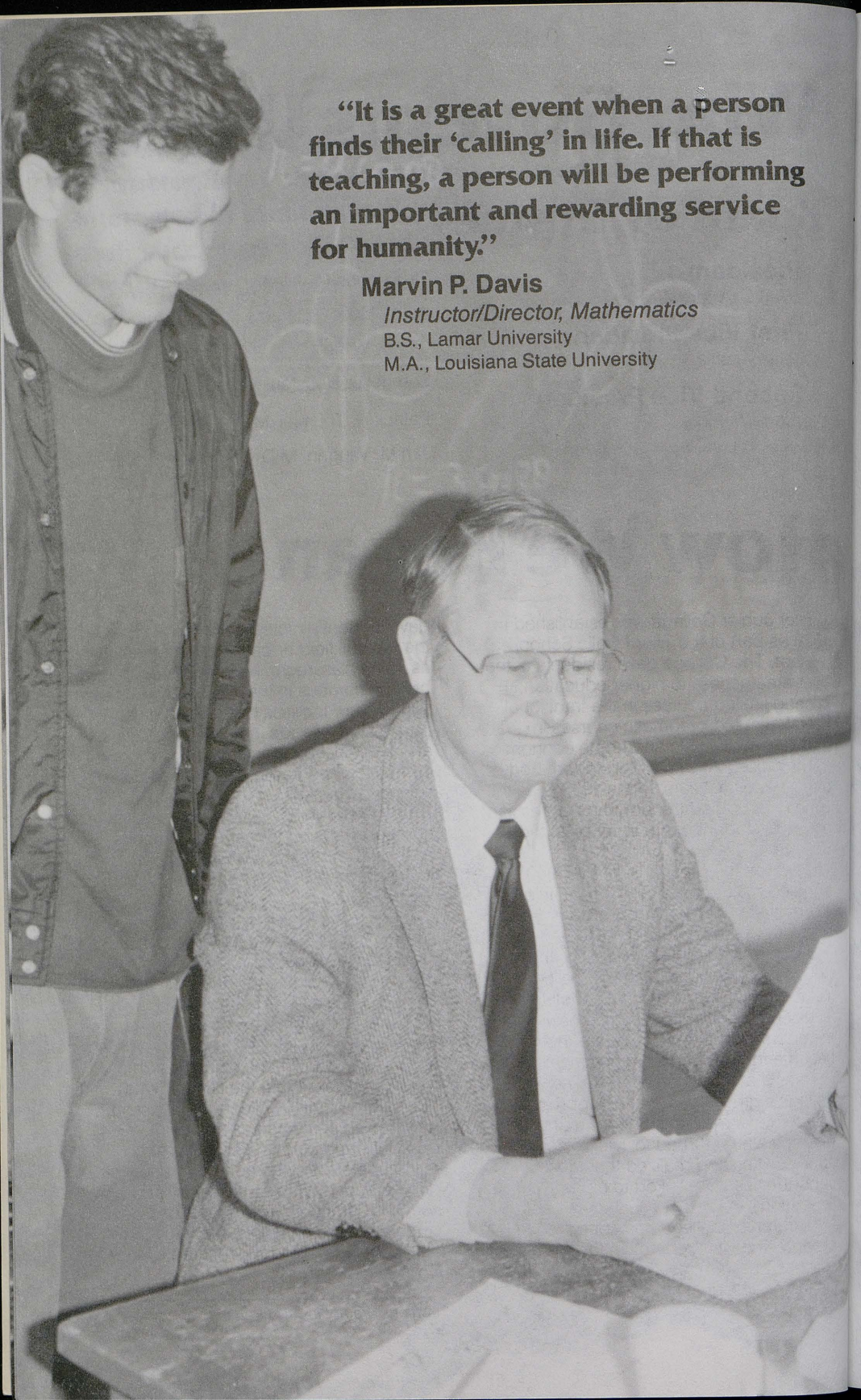
Tyler Junior College has continued to expand since its "rebirth" in the 1940's. An athletics program, established soon after the junior college district was created,

gave student-athletes a chance to excel on the football field or basketball court as well as in the classroom. Residence halls were built on campus in the 1950's. By the 1960's, new facilities had to be created to house the College's increasing vocational and technical programs that complemented traditional courses in the sciences, humanities and fine arts.

The Tyler Junior College District is now composed of six independent school districts: Chapel Hill ISD*, Grand Saline ISD, Lindale ISD, Tyler ISD*, Van ISD*, and Winona ISD.

Today, after 66 years, Tyler Junior College has more courses offered in any single major division than were offered in the entire curriculum in 1926. Just as the courses have diversified, so have the students. Although students who reside in the Tyler Junior College District are entitled to priority in enrollment, students from throughout Texas and the United States attend Tyler Junior College. The College now has an enrollment of approximately 8,500 full- and part-time students each regular semester who pursue a variety of degree and certificate programs. And some 15,000 continuing education students each year take advantage of the educational opportunities offered by the College.

**Portions are not in TJC District.*



"It is a great event when a person finds their 'calling' in life. If that is teaching, a person will be performing an important and rewarding service for humanity."

Marvin P. Davis

Instructor/Director, Mathematics

B.S., Lamar University

M.A., Louisiana State University

What We Are

Statement of Purpose

The primary purpose of Tyler Junior College is to provide quality education at minimal cost to students varying in interests, aptitudes, talents, needs and goals. The College offers equal opportunity to all students meeting admissions requirements. Specific objectives include:

Educational

To provide two years of fully transferable college credit courses in the arts and sciences and the various pre-professional fields of study.

To provide one- and two-year technical programs for students seeking occupational competency as technical personnel in industry, business, government or as owner-operators of their own establishments.

To provide one- and two-year programs in para-medical and other health professions to train students to meet the needs for personnel in the health-related services of the community.

To provide continuing education programs for employed adults who need additional training or re-training in order to increase occupational competency or for business, industry, labor, government and professional groups needing to supplement their own training and development programs.

To provide community services programs for individuals and groups seeking to enhance their quality of life through personal growth and enjoyment.

To provide a developmental education program to meet the needs of underprepared students by offering courses and services designed to develop competencies needed in pursuing a higher education.

Cultural

To cultivate the knowledge and appreciation of human achievements in the arts and sciences by providing convocations,

by offering elective and adult education courses that stimulate interest in the arts and by encouraging students to participate in cultural activities.

Social

To encourage the exercise of friendliness and other social virtues by providing opportunities for students to gather at conveniently located student lounges and by offering a well-planned, diversified program of extracurricular activities, developed and implemented by both the student body and the faculty.

Civic

To sponsor effective student government in order to create in each student an intelligent interest in the governmental processes and to prepare him or her for responsible citizenship. The community is also encouraged to use the facilities of the College.

Physical

To provide programs of physical development and of competitive sports in order to encourage good habits of physical and mental health and to stimulate interest in recreation and good sportsmanship.

Accrediting

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in arts degree, the associate in applied science degree and certificates of proficiency.

"Students today face more pressures, challenges and critical decisions than ever before. To assist students in meeting these demands, I believe counseling is a vital and integral part of the successful educational experience."

John A. Baker

Counselor/Director, Career Planning
B.S., M.S., East Texas State University



What We Look Like

Buildings and Facilities

Tyler Junior College stands on a 73-acre campus, dotted with stately hardwood trees, and includes 30 buildings with eight residence halls.

The Robert M. and Louise H. Rogers Student Center houses the College bookstore, dean of students office, student activities office, residential life office, counseling services, recreational facilities, a multi-purpose meeting room, lounges, College dining hall and health services.

H.E. Jenkins Hall houses academic classes, the offices of the administration, admissions and business. **Potter Hall** is also used for classrooms and offices.

Students with interests in the arts and sciences will most likely make use of four buildings. **The Aleck Genecov Science and Arts Building** provides facilities for lab sciences, art classes and offices. **The Wise Auditorium Fine Arts Building** contains special rooms for music, art, drama and speech, as well as a large theatre. **The Watson W. Wise and Emma Wise Cultural Arts Center** houses the programs of music, speech and drama, in addition to offices, classrooms, practice rooms and performance facilities. **Hudnall Planetarium** is used to reinforce classroom instruction and meet the needs of the entire community, ranging from adults to kindergarteners.

The George W. Pirtle Technology Center has five buildings which contain special classrooms and labs for technical courses, and the **Mechanical Trades Building** contains classroom and workshop facilities. **The Bonna Bess Vaughn Conservatory** features a large, fully equipped greenhouse conservatory with a reception area and also includes classrooms and offices.

The Regional Training and Development Complex (RTDC), the home of continuing education, the Small Business Development Center and the Tyler Area Business Incubator, is an 84,000-square-foot facility which provides

quick start-up, fast turnaround, low cost training programs for business and industry. The complex is located at 1530 S SW Loop 323, Tyler.

Established as a center for research and academic support, the **Vaughn Library and Learning Resources Center** houses a library of more than 85,000 volumes, a complete media center with audio and video production facilities, personal computer laboratories and study carrels equipped with audio and/or video monitors to supply students with information in their courses.

Both **Wagstaff Gymnasium** and the **Health and Physical Education Center** provide recreational facilities. **Wagstaff Gym** provides modern facilities for programs in intercollegiate athletics, as well as general programs. **The Health and Physical Education Center** offers comprehensive fitness facilities including a gymnasium, an aerobics dance studio, a weight room, racquetball courts, an aquatics area, a band hall and other physical education facilities.

The College's eight air-conditioned residence halls offer suites for four students sharing a bathroom and two bedrooms. All halls have full-time coordinators to provide student development activities and operational supervision. **Bateman Hall** houses 150 students, making it the largest on campus. Both **Hudnall Hall** and **Claridge Hall** are home to approximately 90 students. **Sledge Hall** and **Holley Hall** house 60 to 70 students. **Lewis, Vaughn** and **West Hall** board about 50 students each. All the halls, except Bateman and Hudnall, have external courtyards.

Financial aid office is located in the **Administrative Annex**. Also located on the campus, through a cooperative agreement with the College, is the **Tyler Museum of Art**, a privately funded contemporary museum.

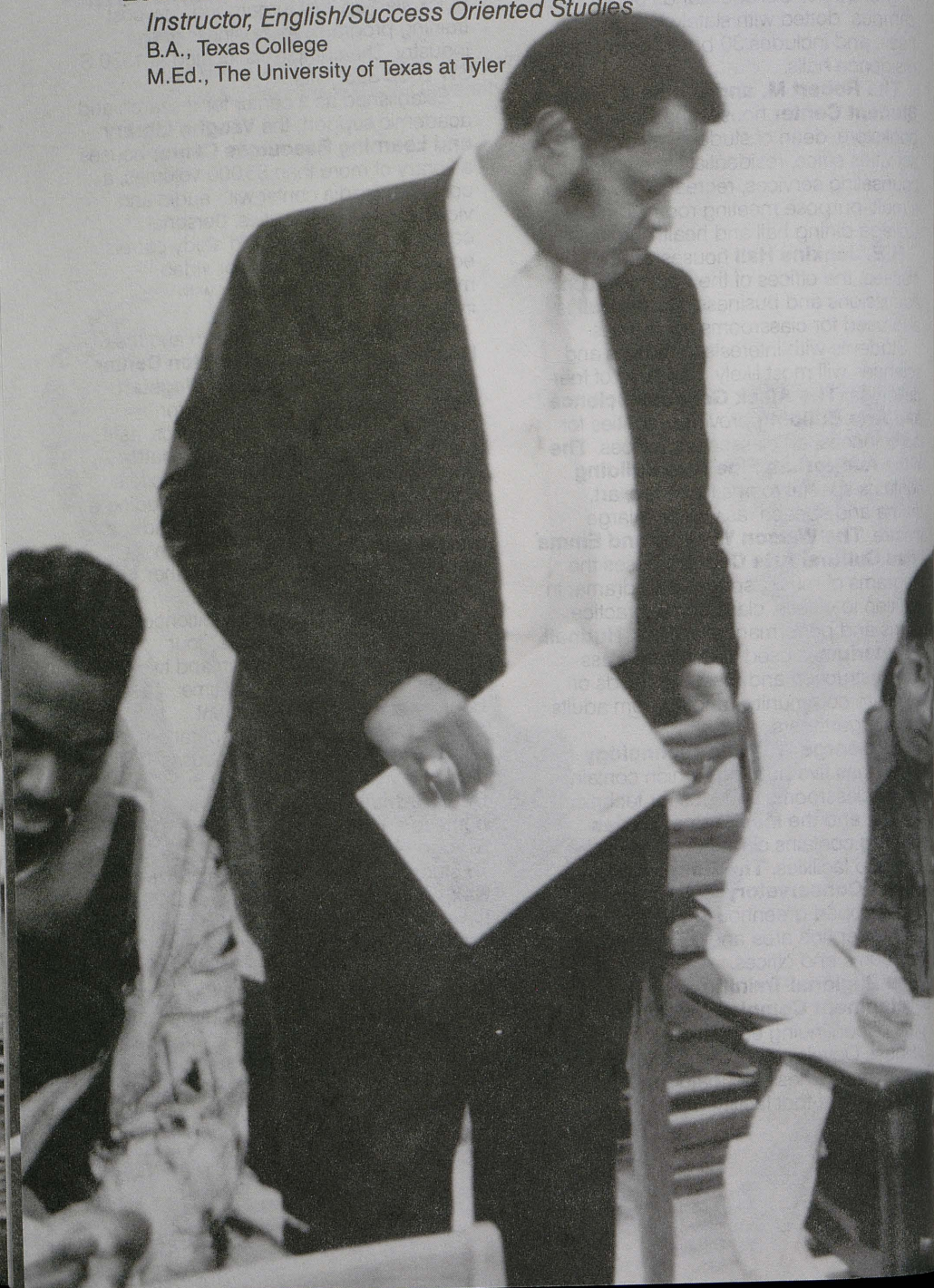
“Building a home and building an education are much the same. They both must begin with solid foundations; otherwise, even the most palacious home will crumble and education will be incomplete.”

Leo Davis

Instructor, English/Success Oriented Studies

B.A., Texas College

M.Ed., The University of Texas at Tyler



What We Expect

Admission

All materials required for admission to Tyler Junior College should be on file in the admissions office prior to registration. A new applicant whose file is incomplete at the time of registration will be allowed to enroll on conditional status pending completion of the admission file.

Admission is conditional until receipt of transcript showing that the Texas Assessment of Academic Skills or the Texas Evaluation of Minimum Skills has been passed. No student will be permitted to re-enroll until admission requirements have been met. Students

are encouraged to submit applications as early as possible in order to facilitate the early advisement process.

All beginning freshmen will be tested in basic skills and will be placed in classes in accordance with their performance.

Responsibility rests upon the student applicant for insuring that all necessary materials have been submitted for admission.

Selected Admissions— Health Sciences

Admission to Tyler Junior College does not guarantee admission to a specific allied health program. The number of students admitted to each of these programs is limited. Students admitted to selected admissions programs are selected on the basis of admission to the college, reading level, math ability, prior educational achievements and health status. Some programs require ACT or College Board (SAT) scores and, unless the applicant is exempt, a passing score on the TASP examination. Application for program admission should be made directly with the program director as early as possible in advance of the fall semester.

Programs which require separate application include associate degree nursing, dental hygiene, diagnostic medical sonography, emergency medical technology, medical laboratory technician, radiologic technology, respiratory therapy and vocational nursing.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students "... who enter public institutions of higher education in the fall of 1989 and thereafter must be tested for reading, writing and mathematics skills." This includes all "... full-time and part-time freshmen enrolled in a certificate or degree program ...," any non-degree student prior to the "accumulation of nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by student.

Exemptions:

- Student who has completed 3 or more semester hours of college credit before the fall semester of 1989.
- Student who is going into a certificate program with less than 9 semester hours of general education requirements.
- Students who have had local placement tests may obtain up to 15 semester hours credit before having to take the TASP test.

Required Remediation:

A student who fails one or more sections of the TASP Test, or who scores below the state's minimum standard on a placement test, **must "continuously participate" in some remedial activity. Some remediation is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed.** A student who is required to be in a remedial program may not withdraw from all remediation and continue in college.

Immunization

The Texas Department of Health highly recommends immunizations at Texas colleges and universities for tetanus, diphtheria, measles, rubella and mumps.

All allied health students who have any direct patient contact will be required to have proof of adequate immunization for:

- Tetanus/Diphtheria
- Measles
- Mumps
- Rubella
- Hepatitis B (Recommended)

Methods of Admission

Tyler Junior College gives equal consideration to all applicants for admission without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

1. High School Graduate

An official high school transcript showing date of graduation, and passing of TEAMS or TAAS test for those subject to these tests. Students whose transcripts do not show successful passing of the TEAMS or TAAS test must have special approval, based upon placement tests.

2. Admission by Examination (General Educational Development Test)

Applicants whose high school class has graduated and who wish to enroll in Tyler Junior College may be considered. Applicants must present satisfactory scores on the GED test prior to admission and proof that their high school class has graduated. High school class graduation may be waived for special cases.

3. Admission of Transfer Students

Students may be accepted on transfer from other regionally accredited colleges and universities when eligible to return to their former institutions. (See page 27 for more information.)

A student seeking to transfer to Tyler Junior College must:

- a. Present a transcript from the last college or university attended. Students who wish to apply for a degree, financial aid, veteran benefits and/or certificate from Tyler Junior College must furnish official copies of transcripts from **all** colleges or universities attended.
- b. Continue on scholastic probation at Tyler Junior College if he/she has

been placed on probation at another institution.

- c. Students on academic suspension will not be considered for admission until their suspension term has been met. Residents of the Tyler Junior College District may apply to the dean of admissions for special consideration.

A student transferring from another collegiate institution is not at liberty to disregard his collegiate record and apply for admission on the basis of his high school record or a part of his college record.

4. Special Admissions

- a. Students who did not graduate from high school, but whose high school class has graduated may be admitted conditionally upon the approval of the admissions committee after taking placement tests in the Counseling Center.
- b. Early Admission Students: Special high school students are accepted during their senior year upon recommendation of their high school counselor or principal and with the permission of their parents. These students may take one or two courses each semester. Credit for the courses will not be released until the student graduates from high school and furnishes Tyler Junior College with a transcript showing date of graduation.
- c. Allied Health Programs: In addition to admission to Tyler Junior College, students must fill out appropriate application to the particular allied health program in which they are interested. Enrollment into these programs is limited due to clinical facilities available.
- d. Concurrent Enrollment: High school students may, with permission of the appropriate high school officials, hold concurrent enrollment in high school and college courses. This will be available to high school students from area school districts which have agreements with the College that the students may take these college courses, to be used for both college and high school credit.

5. International Students

The following requirements apply to international students:

Immigrant and refugee students—
Students must submit verification of immigrant card or I-94 Refugee Permit.
Non-immigrant alien students—The

following requirements apply to all students holding visa category A-L issued by Immigration and Naturalization Service:

- a. Application and all documents should be on file at least 60 days prior to registration.
- b. Official copy of transcript for the last four years of secondary school. The official transcript must be an original copy translated into English and must show each course completed and grade earned. Students who have attended an American college or university do not need to submit a high school transcript.
- c. Official copy of transcript from each college or university attended. All foreign transcripts must be certified English translations.
- d. Proof of English proficiency. Furnish one of the following:
 - (1.) Test of English as a Foreign Language (TOEFL); minimum acceptable score is 525.
 - (2.) Completion of an English Language School or program of recognized standing with proficiency attained equivalent to above TOEFL score as approved by office of admissions.
 - (3.) Other proof of English proficiency equivalent to above TOEFL score as approved by office of admissions.
- e. Immunization requirements for international students (immigrant, refugee and non-immigrant alien).
 - (1.) Freedom from infectious tuberculosis should be ascertained by:
 - (a) Tuberculin test (5 T.U. PPD, Mantoux technique) required within six months prior to admission.
 - (b) Posterior/anterior chest x-ray is required prior to admission if tuberculin test had a positive reaction.
 - (2.) Types of immunizations:
 - (a) Diphtheria (within 10 years)
 - (b) Tetanus (within 10 years)
 - (c) Poliomyelitis (Types I, II & III)
 - (d) Mumps
 - (e) Measles
 - (f) Rubella
- f. Proof of financial ability to stand all expenses for the college year. We have no scholarship or financial aid available for foreign students nor do we issue work permits for them. This means that the student must show

his/her ability to stand all expenses for the college year (Form I-134).

- g. Proof of hospital and accident policy to cover hospitalization is required.
- h. Compliance with all requirements and procedures established for visa category by Immigration and Naturalization Service.

Admission Test Scores Requirement

All freshman students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT). Such scores are used for counseling.

Beginning students will be required to take placement tests in Writing, Mathematics and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting Tyler Junior College counseling services.

The American College Testing Program and the College Board tests are scheduled at Tyler Junior College and other conveniently located testing centers in Texas and elsewhere. A list of the testing centers may be found in the Student Information Bulletins of the testing services. The Student Information Bulletins, registration forms and the current year's testing dates may be obtained from the Tyler Junior College testing center or from high school or college counselors or registrars.

It is recommended that transfer students with less than 15 semester hours of credit submit scores from either the American College Testing Program or the College Board. Placement tests may be required.

Students residing in the Tyler Junior College District are entitled to priority in enrollment. Others are admitted if facilities are available, but the college reserves the right to limit the enrollment of students residing outside the Tyler Junior College District whenever in its judgment facilities are not available for additional students.

See TASP requirement on page 11.

Transfer Credit

Credit for courses in which a passing grade has been earned may transfer credit to Tyler Junior College from colleges and universities accredited through one of the following regional associations:

Middle States Association of Colleges and Schools/Commission on Higher Education

New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools

Southern Association of Colleges and Schools/Commission on Colleges

Southern Association of Colleges and Schools/Commission on Occupational Education Institutions

Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited. **However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.**

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admission office staff, as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Tuition and Fees

Tuition rates at Tyler Junior College are low because the College is partially supported by the State of Texas. Tuition is due in full at the beginning of the semester. Any other plan must be an approved aid program with the financial aid office. A registration fee of \$10 will be charged to all students. An additional fee of \$10 is charged for late registration—enrollment after the regularly scheduled registration days. A fee of \$15 will be charged for all returned checks. If the check was presented in payment of tuition and fees, the return will also result in a \$10 late registration fee.

A fee of \$5 will be charged each time a student changes his or her schedule after registration.

Residents of the TJC District

Tuition: \$12 per semester hour with a minimum total tuition charge of \$25.

Student service fee: \$3 per semester hour.

Texas Residents from outside the TJC District

Tuition: \$12 per semester hour with a minimum total tuition charge of \$25.

Out of District Fee:

\$10 additional per semester hour

Student service fee: \$3 per semester hour.

Non-Texas Residents

Students whose residence is outside the state of Texas and who are thereby classified as non-residential students according to the definition provided by the statutes of the State of Texas are charged a special non-resident tuition rate.

Tuition: \$25 per semester hour with a minimum total tuition charge of \$200.

Surcharge fee: \$10 per semester hour.

Student service fee: \$3 per semester hour.

In-district, in-state and out-of-state residency is determined by using the guidelines published by the Coordinating Board in "Rules and Regulations—Residence Status." **Twelve months as a non-student is the minimum length of time required to establish residency.**

"Legal place of residence" is defined as the place where you, your parents or guardian live for the required length of time at the time of enrollment.

In-District student: A Texas resident (or dependents) who physically resides in property subject to ad valorem taxation by the Tyler Junior College District the required length of time (12 months).

Out-of-District student: A Texas resident who does not physically reside

within the geographic boundaries of the Tyler Junior College District.

Waiver of Non-Resident Tuition

The difference in the rate of tuition for non-resident and resident students may be waived for a person and dependent who own property and reside in property which is subject to ad valorem taxation by the Tyler Junior College District [Section 130.003(b)(4), Texas Education Code].

A person (or dependents) requesting such a waiver shall verify property ownership with the admissions office at the time of registration.

Student Service and Special Fees

Student Service Fee

All students are subject to a \$3/hour charge to cover the cost of student services. This fee may not exceed \$90 in one semester or summer session.

ID Cards

All students at Tyler Junior College are issued identification cards at their first registration. This card will be presented for admission to College activities, use of library and learning resources, use of the HPE Center, as a meal ticket and for other College functions requiring identification. The card should be obtained during registration or the first two weeks of school. If the card is lost or not obtained during this period, a late/lost card fine will be assessed. Cards are invalidated upon replacement or during semesters when a student is not enrolled.

Special Fees

- 1. In accordance with the requirements of the statutes of the State of Texas, students are charged a semester laboratory fee of \$15 for laboratory courses in which supplies are required.
- 2. A fee of \$15 is paid by students at the time of application for graduation.
- 3. Music fees per semester—individual lessons:

	One 30-Minute Lesson Per Week	Two 30-Minute Lessons Per Week
Piano	\$50	\$75
Voice	50	75
Violin, Violoncello	50	75
Guitar	50	75
Woodwind Instrument	50	75
Brass Instrument	50	75
Practice Room (four hours per week)		\$4

- 4. A posting fee of \$25 is paid by students in the following situations:
 - a. Credit by examination
 - b. Credit for life experience

Tyler Junior College Refund Policy

Complete Withdrawal:

Refund payments will be mailed to the student's permanent address as listed in the registrar's office approximately 4-6 weeks after the end of the refund period applicable. Late registration, registration and change fees are non-refundable.

Fall and Spring Semesters

Prior to the first class day	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	None

Summer Semesters/Mini-Mesters

Prior to the first class day	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	None

Reduction in semester hours:

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at Tyler Junior College will have applicable tuition and fees refunded according to the following schedule:

Regular Session

During the first twelve class days	100%
After the twelfth class day	None

Refunds will mailed to the student's permanent address 4-6 weeks after the 12th class day.

Summer Session

During the first four class days	100%
After the fourth class day	None

Refunds will be mailed to the student's permanent address 2-4 weeks after the 4th class day.

Tuition, fees and other expenses are subject to change by vote of the Tyler Junior College Board of Trustees or the legislature of the State of Texas.

**Reggie Brazzle,
Director and
Candice Garner,
Assistant Director
of Student Financial
Aid and
Scholarships
assisting a student.**



**“My goal is to empower
students to recognize and
achieve their potential
through education and by
helping to train them in the
kinds of skills needed to
succeed.”**

Adriana T. Stanley
Special Populations Counselor
B.A., Baylor University
M.E., Boston University

How We Help You

Financial Aid

Steps for Financial Aid Processing Each Year

1. Complete and mail an Application for Federal Student Aid (AFSA) to address indicated each year.
2. When student receives Student Aid Report (SAR), bring it to the financial aid office.
3. Student and/or parent may be required to furnish to the financial aid office a copy of their income tax form if SAR has been selected for verification.
4. Complete a Tyler Junior College financial aid packet with all pertinent documents filled out and returned.
5. Transfer Students: Students who have attended other schools will be required to (a) furnish an academic college transcript from the last school attended, and (b) furnish a financial aid transcript (FAT) from all previous colleges, trade or technical schools.
6. Turn in all required material to the financial aid office by deadline in order to have financial assistance available at time of registration.

Students needing financial assistance are encouraged to complete an application well in advance of registration for the semester they wish to attend. **To apply for financial aid, each year a student must complete the Application for Federal Student Aid (AFSA).** This application takes 4-6 weeks to process.

Important Dates—Although an application for financial aid may be submitted at any time during the term, priority is given to students who complete their file with the office of student financial aid and scholarships by the dates recommended below:

Fall Semester—June 1

Spring Semester—November 1

Students whose files are completed after these dates cannot be assured of funding availability for registration purposes.

A student may apply for financial aid before being admitted to Tyler Junior College. However, the awarding of aid is contingent upon acceptance for admission. Funding not used to pay tuition and fees, books, or room and board charges will be disbursed to the student approximately 45 days after classes begin.

Students and/or parents may also be required to submit a copy of their most recent federal income tax form. Any applicant who is married, born before January 1, 1969, orphaned or a ward of the Court, a veteran of the U.S. armed forces, or has legal dependents other than a spouse **may** be considered self-supporting. An affidavit of independence signed by the student and his or her parents or guardian must be submitted in addition to the other required application materials.

All applicants who have attended other colleges or universities are required to submit a Financial Aid Transcript (FAT) whether or not financial aid was applied for or received at the other institution.

Course Load Requirements—For eligibility in Federal Programs (Pell Grant, SEOG, College Work-Study and Stafford Student Loan), students must be enrolled in a degree or certificate program for at least six credit hours. Students who attend only in the summer session may not be eligible for financial aid. Contact the office of student financial aid and scholarships for details.

Some of the scholarships, grants, loans and job opportunities available to students are outlined in the following paragraphs. Contact the office of student financial aid and scholarships for detailed information about any program and deadlines for applying.

Scholarships

Guidelines and development of new scholarships are the responsibility of the Office of Development and College Relations. For additional information concerning the establishment of new scholarships, please call 903-510-2497.

Awarding and management of scholarships is conducted by the Office of Financial Aid and Scholarships.

Presidential Scholarships

Presidential Scholarships of \$2,000 per year or \$4,000 over two years are awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities, and rank in the first 10 percent of their graduating high school classes. The College currently has 51 Presidential Scholarships.

Priority for the selection of these Presidential Scholarships is given to students who meet the above criteria, have been admitted to the College and have filed TJC's application for scholarship with the director of student financial aid and scholarships by March 15. Applications for the scholarship are available through high school counselors.

To maintain the scholarship, a 3.5 cumulative grade point average and full-time (12 hours) enrollment must be maintained. These scholarships are funded through the various endowments available to Tyler Junior College.

Presidential Scholarships

Mattie Alice Scroggin Baker
Earnestine and David E. Berlin
Frances Dillon Birdwell
S.W. Brookshire
Sarah Butler
Frank and Margaret Canavaggio
Dorothy and Jimmie Cheatham
Mary Martha Fair
Mary Martha Fair
"Rusty" Ingram Fletcher
June S. Flock
Mrs. A.S. Genecov
Brady P. Gentry
Elizabeth S. Gugenheim
William L. and Minnie Lou Herrington
Dulse Lux Hudnall
Jeanne and Phil Hurwitz
Dr. Harry E. Jenkins
J.W. Johnson

St. Clair F. Luzzi
Red Little
Red Little in Journalism
Margaret Ann and Harry Loftis
Anne and Isadore Mayerson
McLarty-Childress
Josephine and Dan Needham
Daniel A. Needham in Engineering
El Freda Taylor Pirtle Memorial
George W. Pirtle Memorial
Joyce and Bill Pirtle
Emma Lou Prater
Dr. Blanche Prejean
Louise H. Rogers
Robert M. Rogers
Pauline Heffler Roosth
Dorothy and Thomas H. Shelby, Jr.
Smith County Medical Society Auxiliary
Florence and Marcus L. Strum
Tyler Clearing House Association
Bonna Bess and Jim Vaughn
Floyd Wagstaff
Dorothy Fay and Jack White
Dorothy Fay and Jack White
Dorothy Fay and Jack White
in the Fine Arts
Rev. J.E. White and Minnie Gentry White
Mastin Gentry White
Mabel Williams
Gertrude Buckley Windsor
Royce E. Wisenbaker
Mrs. Royce E. "Petey" Wisenbaker
Atlantis Shelby
Ina Brundrett

Dean's Scholarships

Dean's Scholarships of \$1,000 per year or \$2,000 over two years will be awarded each year to incoming freshmen who demonstrate academic excellence, leadership in extracurricular high school and community activities and rank in the first 15 percent of their graduating high school classes.

To maintain the scholarship, a 3.0 cumulative grade point average and full-time (12 hours) enrollment must be maintained. Applications for the scholarship are available through high school counselors.

Dean's Scholarships

Brady P. Gentry (5 scholarships)
Mr. and Mrs. A.W. Riter, Jr.
Mr. and Mrs. A.W. Riter, Jr., Leadership
Dr. and Mrs. J.E. Watkins
Dorothy Fay White and J.E. White
(5 scholarships)
Mabel Williams

Faulconer Academic Incentive Award for Minority Students

The Faulconer Academic Incentive Award for Minority Students is an annual award of \$2,000 to minority students chosen from the TJC district. The recipients must maintain a 2.0 cumulative grade point average and 12 hours each semester.

Valedictorian's Scholarships

Valedictorians (defined as highest-ranking student) of accredited Texas high school graduating classes are eligible for freshman-year tuition and fees. A letter or certificate of verification from the student's high school principal must be presented.

College/Endowed

A limited number of Tyler Junior College funded and endowed scholarships and grants are available to those who qualify on merit and/or need. The amounts and number of these awards will vary each year depending on available funding and the student's need. Generally, to receive consideration for academic scholarships, applicants must present outstanding academic ability and appropriate application.

Academic scholarships are awarded for one year at a time. Recipients must enroll in a minimum of 12 hours each semester. These scholarships are generally not available during the summer sessions. In all instances, where the student's need is met with federal or state funds, any scholarship or grant awarded may be adjusted to meet federal/state audit guidelines.

Athletic Performance Grants

Athletic performance grants are awarded by the Tyler Junior College athletic program according to Texas Eastern Conference and NJCAA guidelines. Applications may be made to the Tyler Junior College athletic office. The athletic tuition performance grants are awarded in football, men's and women's basketball, men's and women's tennis, soccer, golf and baseball.

Performance Grants

Members of certain performing organizations are awarded tuition scholarships. These groups include the Apache Band, cheerleaders, Harmony and Understanding, Chamber Singers, student government, and speech and theatre.

Annual Scholarships and Awards

Listed below are the names of scholarships that have been awarded to Tyler Junior College students within the past year. Many of the individuals or organizations named below have created or contributed significantly to scholarship opportunities for Tyler Junior College students. The list includes scholarships awarded by the **Tyler Junior College Foundation** and administered by the Tyler Junior College Scholarship Committee as well as scholarships awarded and administered by outside agencies.

For application information, contact the office of student financial aid and scholarships.

Able Scholarship
Paul and Jacqueline Adams
Art Scholarship
Advance Class Scholarship/Glenwood Methodist Church
American Association of University Women Scholarship
American Business Women's Association, Rose Garden Chapter, Scholarship
American Business Women's Association, Tyler Azalea Chapter, Scholarship
Tom Anderson Jr. Journalism Scholarships
Athena Club Scholarship
Dr. R.E.G. Baldwin Nursing Scholarship
Leta Bogan Scholarship
Bower Scholarship
Wood T. Brookshire Memorial Scholarships
Claud Brown Scholarships for Handicapped Individuals
Dr. Jean Speller Browne Scholarship
T.B. Butler Newswriting Award
T.B. Butler Publishing Company Scholarship
T.B. Butler Publishing Company Key and Internship
B.G. Byars Scholarships
D.K. Caldwell Scholarship
Thomas Julian Caswell Memorial Scholarship
Cedars of Lebanon Club Scholarship

Charles L. Childers Endowed Scholarship
 Chick-Fil-A Scholarship
 CITE Scholarship
 Dr. H.R. Coats Nursing Scholarship
 Jim Collins Scholarship
 Community Hospital Auxiliary Scholarship
 Nell Covin Scholarship
 Criterion Study Club Scholarship
 Custom Truckers Scholarship
 Wilton J. Daniel Endowed Scholarship
 C.J. Davidson Scholarship
 Delta Sigma Theta Sorority Scholarship
 Department of Texas Veterans of Foreign
 Wars of the U.S. Scholarship
 Daniel B. Deupree Foundation
 Scholarship
 Doctors Memorial Hospital Scholarship
 Forrest Dorsey Memorial Scholarship
 Downtowner's Business and Profes-
 sional Women's Club Scholarship
 East Texas Cattle-ettes Scholarship
 East Texas Chapter of Links Art
 Competition Award
 East Texas Family Services, Inc.
 Scholarship
 East Texas Medical Center Scholarship
 East Texas Petroleum Wives
 Scholarship
 East Texas Respiratory Seminar
 Scholarship
 Endowed Nursing Scholarship
 Ethnic Minorities in Vocational and
 Professional Nursing Scholarship
 Fine Arts Scholarship
 Paul and Sylvia Golenternek
 Forchheimer Scholarship
 Free Enterprise Scholarship
 I.L. Friedman Scholarship
 Mrs. D.K. "Lottie" Caldwell/Alfred E.
 Gilliam Apache Belle Scholarship
 Mary John and Ralph Spence/Alfred E.
 Gilliam Apache Belle Scholarship
 Goar Scholarship Fund
 Cecelia Golenternek Goldstucker,
 Phillip and Hyman Golenternek
 Memorial Scholarship
 Dr. and Mrs. Dan Golenternek
 Scholarship
 Dr. and Mrs. Joe Golenternek
 Scholarship
 Isadore Golenternek Scholarship
 Leo Golenternek Memorial Scholarships
 Sarah H. and Alexander Golenternek
 Memorial Scholarship
 Good Shepherd Medical Center
 Scholarship
 Mrs. English (Elaine) Gordon Scholarship
 Green-Ford Student Scholarship

Robert D. Green Drama Scholarship
 Gregg County Medical Society
 Auxiliary Scholarship
 Mrs. Etta Golenternek Gross Memorial
 Scholarship
 Elizabeth S. Gugenheim Nursing
 Scholarship
 Raymond Hedge, Sr. Memorial Scholarship
 Marc Helms Memorial Scholarship
 Henderson Memorial Hospital Scholarship
 Simon and Louise Henderson
 Foundation Endowed Scholarship
 Marguerite Hercules Scholarships
 Dr. Winifred Golenternek Heringhi
 Memorial Scholarship
 E. Fred Herschbach German
 Language Award
 Hide-A-Way Lake Kiwanis Club Scholarship
 J.W. Holloway Scholarship
 Howe-Baker-Engineers, Inc. Scholarship
 Townsend Hudnall Scholarship
 David K. "Cokie" Hughes Memorial
 Scholarship
 Insurance Women of Tyler Scholarship
 Eloise James Music Scholarship
 Dr. H.E. Jenkins Memorial Scholarship
 Dr. Wiley Jenkins Scholarship
 Lillie Jiles Scholarships
 Dr. Earl Kinzie Scholarships-LVN
 Margaret Kinzie Scholarships-RN
 Rick Kinsey Electronics Award
 Levy Estate Scholarship
 Robin Lindsey Memorial Scholarship
 Littera Club Scholarship
 Asa C. Lockhart, M.D. Scholarship
 E.B. Long Memorial Scholarship
 Lufkin Industries Scholarship
 LVN's Studying to Become
 RN's Scholarship
 Minnie L. Maffett Scholarship
 Larry Marta Scholarship
 Leota Martin Memorial Scholarship
 Charles T. May Memorial Scholarship
 Bruce McMillan, Jr. Foundation
 Scholarships
 Beth Rowell Mead Educational Scholarship
 Medical and Surgical Clinic Scholarship
 Melville Corporation Scholarship
 Mobley Scholarship
 Philip Morris Scholarship
 Effie Muckleroy Scholarship
 John Nash Scholarship
 Nicholas Scholarship
 Childres Nunelee Scholarship
 Harris Oswalt Scholarship
 Byron Payton Memorial Scholarship
 Frank E. Peycke Memorial Scholarship
 Phillips Foundation Scholarship

Pilot Club Scholarship
 PC. Pinkerton Memorial Scholarship
 Pirtle Scholarship in Science
 and Engineering
 El Freda Taylor Pirtle Scholarships
 George W. Pirtle Memorial Scholarship
 George W. Pirtle Technology Scholarships
 Professional Secretaries
 International Scholarship
 William S. Reeves Scholarship
 L.N. Reynolds Incentive Scholarships
 John B. Rice Memorial Scholarship
 Larry Roberts Memorial Scholarship
 Jennifer Leigh Rogers Scholarship
 Rose Capital Pilot Club Scholarship
 Rotary Young Citizens Awards
 Franklin P. Rowe Scholarship
 Chuck Sanderson Memorial Scholarships
 Atlantis Shelby Scholarships
 Dr. and Mrs. L.E. Skinner Scholarship
 Smith County Medical Society Auxiliary
 Scholarships
 Grace Moore Skinner Smith Scholarship
 Kathryn Nettles Speas Scholarship
 Tony Spitzberg Memorial Award
 Spurs Foundation Scholarship
 Stokes Scholarship
 Ronnie M. Stone Memorial Scholarship
 Florence and Marcus Strum Scholarships
 Temple Inland Foundation Scholarship
 TEPE Scholarship
 Texas Association of Nurserymen
 Scholarship
 Texas Chest Foundation Scholarship
 Texas Department of Public Safety
 Officers Association Scholarship
 Texas Interscholastic League Scholarship
 Texas Society of the Sons of the
 American Revolution Scholarship
 TSRH Family Scholarship
 Turman Family Reunion Scholarship
 Tyler Art League Scholarship
 Tyler Civitan Scholarship
 Tyler Desk and Derrick Club Scholarship
 Tyler Jaycees Scholarship
 Tyler Junior College Alumni Association
 Scholarship
 Tyler Junior College Drafting Scholarship
 Tyler Junior College GED Scholarship
 Tyler Legal Secretaries Association
 Scholarship
 Tyler Men's Garden Club Scholarship
 Tyler Nephrology Association Scholarship
 Tyler Patrolman's Association Scholarship
 Tyler Pi Beta Phi Alumni Club Scholarships
 Tyler Rotary Club Scholarship
 University of Texas at Tyler Scholarship

Vaughn Foundation Nursing Scholarship
 Vaughn Foundation Scholarship
 Vaughn Need-Based Scholarships
 Veteran's of World War I and Ladies Auxil-
 iary of Rose City Barracks Scholarship
 Floyd Wagstaff Scholarships
 Carl Wallace Journalism Scholarship
 Mary Wallace Education Scholarship
 Earl Wallis Memorial Scholarship
 Dr. and Mrs. J.E. Watkins
 Scholarship Trust
 Hazel M. Weeks Endowed Scholarship
 E.A. Wendlandt Scholarship
 Wesley Foundation Ann Adams
 Scholarship
 Wesley Foundation Lillian Kelsey
 Powell Scholarship
 Jack and Dorothy Fay White
 Fine Arts Scholarship
 Mastin G. and Jack White Music
 Scholarship
 James H. "Buster" White Scholarship
 Virginia Wilks Nursing Scholarship
 Watson Wise Incentive Award
 Watson W. and Emma Wise Cultural
 Arts Scholarship
 Wolf Benevolent Trust Scholarship
 Xi Pi Mu Scholarship
 Virginia Pittman Yale Journalism
 Scholarship
 Young American Bowling Alliance
 Scholarship

Grants

Pell Grant

The Pell Grant program is a federally funded program designed to provide eligible students with a "foundation" of financial aid to assist with the costs of attending college. To be considered for a Pell Grant, a student must be an undergraduate, not have received a bachelor's degree, and submit a Student Aid Report (SAR).

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. First priority is given to full time students receiving a Pell Grant. Students must submit a Student Aid Report (SAR) each year to the office of student financial aid and scholarships for any SEOG funding consideration. Funding is limited.

Texas Public Educational Grant (TPEG)

The TPEG program is a state financial aid program to assist students enrolled at state supported colleges. This grant is available to students enrolled in at least six credit hours. However, priority is given to full time students. Students must apply each year for the TPEG by submitting a valid SAR. Funding is limited.

Texas Public Educational—State Student Incentive Grant (TPE-SSIG)

The TPE-SSIG program is a state program. To qualify, students must show financial need and be making satisfactory academic progress toward their educational goal. This grant is awarded to eligible students on a first-come, first-served basis. Students must apply each year for the TPE-SSIG, by submitting a valid SAR. Preference is given to full time students. Funding is limited.

TASP Fee Waivers

A limited number of TASP fee waivers are available to students who show financial need.

Loans

Stafford Student Loan (SSL)

Stafford Student Loans may be made both by private lending institutions (banks, credit unions, insurance companies) and by the State of Texas, through the Hinson-Hazlewood College Student Loan Program. The interest on Stafford Student Loans is eight percent. Repayment on Stafford Student Loans begins six months after the student is no longer enrolled on at least a one-half time basis. There is a \$50 minimum monthly repayment and a maximum ten-year repayment period for these loans. In accordance with federal guidelines, all students must attend a pre-loan counseling session prior to the release of any check. Additionally, students are also required to attend an exit loan counseling session prior to graduating or exiting the institution. Contact the office of student financial aid and scholarships for further information.

Emergency Short Term Loans

Tyler Junior College has established a limited Emergency Short Term Loan program to meet emergency needs of students who qualify. Loans are limited to the **amount of tuition and fees** and bear no interest; however, there is a \$15.00 loan processing fee. Students need to apply a week before registration in order for the loan to be processed. Contact the office of student financial aid and scholarships for more information.

Employment

College Work Study (CWS)

The College Work Study program provides part-time employment for students with financial need and who want to earn part of their educational expenses while they are going to school. Total earnings are determined by financial need and time available to work. Students must apply each year for College Work Study by submitting a Student Aid Report (SAR) to the student financial aid and scholarships office.

Student Assistants Employment Program (NWS)

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are similar to the College Work-Study program. Apply in the personnel services office.

Off Campus Employment

Various part-time employment opportunities are available in the Tyler community. Contact the counseling office for placement assistance. The wage rate varies with each job and financial need is not a requirement of employment.

Satisfactory Academic Progress Requirement

Students who receive financial aid are required to make measurable progress toward the completion of their course of study. For a detailed description of the requirements, contact the student financial aid and scholarships office.

All inquiries regarding financial aid should be addressed to:

Director of Student Financial

Aid and Scholarships

Tyler Junior College

P. O. Box 9020

Tyler, Texas 75711

Vocational Rehabilitation Program

The Texas Rehabilitation Commission (TRC) offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information contact: Texas Rehabilitation Commission, Tyler District Office, 1517 West Front Street, Tyler, Texas 75703.

Bureau of Indian Affairs

The Bureau of Indian Affairs offers educational benefits to American Indian students. Interested students should contact the regional Bureau of Indian Affairs Office regarding eligibility: Bureau of Indian Affairs, 1100 Commerce-Room 2044, Dallas, Texas 75202.

Tuition Exemption Program

In addition to the scholarships, grants, loans and employment opportunities already mentioned, the State of Texas offers a number of exemptions from tuition and fee charges. They are not related to family income or "financial need," nor do

they require the completion of a regular financial aid application. Contact the admissions office for more information.

Veterans' Services

Veterans' G.I. Bill of Rights

Tyler Junior College is approved for veterans' training.

Veterans may consult the veterans' coordinator for information and assistance in applying for benefits.

Veterans' Dependents' Aid

The federal government has set up provisions in Public Law 634 whereby certain veterans' dependents may be eligible for a subsidy while pursuing their education. Orphans of service personnel and dependents of veterans with service-connected disability may find themselves eligible.

Satisfactory Progress

The Veterans Administration must be notified of unsatisfactory progress the second semester a student has not made a 2.0 average. Veterans should contact the Veterans' Services office for additional information.

Hazlewood Act

Texas veterans who have exhausted their educational benefits may attend Tyler Junior College under the Hazlewood Act. All students qualifying for the Hazlewood veterans' benefits will be exempt from tuition and educational related fees. Student service fees and late charges will be the responsibility of the student and are to be collected at registration.

Requirements:

1. Qualify as a Texas resident
2. Was a Texas resident at the time of entrance into the service
3. Have an honorable discharge
4. Have a copy of discharge papers (DD 214) on file in the financial services office
5. Present proof of ineligibility for any other federal assistance

For further information, contact the coordinator of veterans' services in the admissions office.

College Regulations

Responsibility for Admission Requirements

Students are responsible for meeting all admission requirements including furnishing the necessary transcripts of their work. Failure to meet all requirements within a reasonable period of time after registration may cause them to be dropped from all work for which they have been enrolled.

Tyler Junior College reserves the right to refuse admission or readmission to any applicant who does not comply with admissions procedures or where evidence exists that the applicant probably would be incompatible with the aims and objectives of the College or where, in the judgment of the College, the applicant's presence on campus would not be in the best interest of the applicant or the College. An applicant who has a record of numerous arrests for violations of the law or whose conduct consistently has demonstrated anti-social behavior can be accepted only if the College is fully satisfied that his/her admission will be in the best interest of both the applicant and the College. Any person who does not agree with the above policy has the right of due process.

Late Registration

Students should register at the scheduled times in order to have the widest choice of courses and to make the registration procedure more uniform. Students may be permitted to enroll during the scheduled late registration period, as space permits, but a late registration fee of \$10.00 will be charged. They will be responsible for making up all work missed.

Adding and Changing Courses

After fees have been paid, adding or changing courses will be approved only for the most pressing of reasons. Compelling reasons for changing or adding courses might involve a change of degree plan or conflict of classes. The final date for changing courses can be found in

the College calendar. A change-of-schedule fee of \$5 will be charged each time a change is processed.

Policy for Auditing a Course

When space is available, permission to audit a course may be granted to students who have been admitted to the College and who either already have credit in the course or do not wish credit for the work.

Students auditing a course may not, under any circumstances, claim credit for the course. **Registration of such students will occur on the last day of late registration or on the date specified in the College calendar.** A student who is registered for a course may not change from credit to audit in the course during audit registration or at any time during the semester.

Charges for Auditing a Course

Charges are the same as for regular registration. *Persons 65 years of age or older may audit credit courses without tuition charges on a space-available basis.*

Quantity of Work Rule

Students enrolled in 12 or more semester hours of work are considered full-time students. The standard amount of credit work for each student in the regular session is 15 or 16 hours a semester exclusive of physical activity courses.

The standard amount of credit work for each student in the summer session is six hours a summer term.

Withdrawal

A student desiring to withdraw from school must submit a withdrawal petition to the registrar's office and is subject to the College's administrative policies.

Reinstatements

A student who has been withdrawn from a course may be reinstated with the approval of the appropriate instructional dean. The student must initiate the reinstatement request within seven calendar days of the official date of drop by personally contacting the instructor involved.

Attendance

Regular class attendance is fundamental for the success of the student; therefore, a student must report promptly and regularly to all classes. Students who are not in attendance enough to be certified to the state will be dropped from the rolls of that class.

Student Absences on Religious Holy Days

A student may be excused from classes for a religious holy day **provided**, not later than the 15th day after the first day of the semester, the student notifies in writing each instructor of each class that he/she will miss for a religious holy day. Each student is responsible for work to be made up.

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under SECTION 11.20, TAX CODE.

Scholastic Probation

When a student's cumulative record indicates that he/she is failing to make satisfactory progress, he/she is considered to be scholastically deficient and is placed on scholastic probation. Scholastic probation is a conditional permission for a student to continue in college.

Satisfactory progress is defined as follows:

A student must maintain a cumulative "C" average (2.0) on all work completed and/or accepted in transfer at Tyler Junior College. Completed courses are those which receive grades of "A", "B", "C", "D", "F" or "WF".

A student who fails to achieve a "C" average upon completing 12 hours will be notified of his/her probationary status. Students who have completed 12 hours will have their status reviewed after each long semester*. It is recommended that students on probation see a counselor concerning ways in which they might improve their academic standing.

Should a student fail to achieve a cumulative 2.0 grade point average at the end of a second consecutive semester, the student will receive notification that he/she must report for counseling before registering again.

If a student fails to achieve a cumulative 2.0 grade point average at the end of the

third consecutive semester, he/she will be placed on academic suspension. Students who have a "C" average for the immediately preceding semester will be allowed to continue on probation, **although the cumulative average will be below 2.0.** Students on probation for the third consecutive semester who do not have a "C" average for the immediately preceding semester will not be allowed to attend Tyler Junior College for the next long semester.*

After a semester on suspension, students will be allowed to re-enroll on probation. These students will remain on probation until they earn a cumulative grade point average of 2.0 or better.

Students who have been on suspension from Tyler Junior College or another college, who are allowed to register at Tyler Junior College, must make a "C" average in all courses attempted that semester, or they will be suspended for one year.

A student suspended for scholastic reasons may appeal his/her suspension to the admission appeal committee.

Students requesting transfer to Tyler Junior College will be evaluated by the same criteria applied to Tyler Junior College students.

The student is held responsible for knowing College regulations regarding the standard of work required to continue in the College as well as the regulations dealing with scholastic probation and enforced withdrawal.

**For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be the equivalent of one long semester (12 semester hours).*

Grades and Reports

Students receive grade reports every eight weeks. The standing of the student in each course is determined by his class performance and by regular examinations. Two hours is considered a reasonable amount of time for average students to spend in preparation for each hour of class work.

Challenge of a final course grade must be initiated no later than the first ten days of the long semester* following the awarding of the grade in compliance with the "Academic Grievance Resolve" in the Student Handbook.

Grading System

- A—** 4 grade points per semester hour, an EXCELLENT performance.
- B—** 3 grade points per semester hour, a GOOD performance
- C—** 2 grade points per semester hour, a FAIR performance
- D—** 1 grade point per semester hour, a POOR performance, but a passing grade†
- F—** 0 grade points per semester hour, a FAILING grade
- I—** 0 grade points, INCOMPLETE due to illness or other unavoidable circumstances, must be completed within 30 days after the beginning of the following semester, or grade will be F
- IP—** 0 grade points, IN PROGRESS (neither passing nor failing), student must register and pay for course again the next semester. Grade used for developmental courses only
- W—** 0 grade points, WITHDRAWN from course while passing, prior to the 11th week of semester, or 2nd week of a summer term
- WF—** 0 grade points, WITHDRAWN from course while failing, after 11th week of a semester, or 3rd week of a summer term
- CR—** Credit by Examination or Advanced Placement

†Some programs require a "C" or better as a passing grade.

**For the purpose of determining compliance with the policies of academic suspension, the two summer terms will be the equivalent of one long semester.*

President's List

To promote high standards of scholarship, the College has established the President's List, which is published at the end of each semester. To qualify for the President's List, a student must complete a minimum of 12 hours of college level courses (1000 or above) and have a 4.0 grade point average (all "A's").

Dean's List

To promote high standards of scholarship, the College has established the Dean's List, which is published at the end of each semester. To qualify for the Dean's List, a student must complete a minimum of 12 semester hours of college level courses (1000 or above) and have a 3.3 grade point average with no "D's", "F's" or "WF's".

Graduating with Honors

To graduate with honors a student must complete all required courses of his/her appropriate degree. Grade point average is based on all accumulated course work of college level courses (1000 or above) attempted.

Highest Honors—4.0 grade point average.

High Honors—3.6 grade point average.

Honors—3.3 grade point average.

Semester Grade Point Average (SGPA):

Average will consist of the total of all course work completed for a given semester. The total number of grade points earned will be divided by the number of semester hours attempted.

Cumulative Grade Point Average

(CGPA): Average will consist of the total of all college level work completed and/or accepted in transfer at Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted.

Degree Grade Point Average (DGPA):

Average will consist of the total of all course work counted toward a specific degree plan at Tyler Junior College, excluding courses below the 1000 level. The total number of grade points earned in college level courses will be divided by the number of semester hours of college level courses attempted. Only hours and grade points earned in the last passing grade will be used to calculate degree grade point average. This grade point average will be used on the **degree plan only to determine eligibility for graduation.**

Numbering of Courses

One semester hour represents one class hour per week for 16 weeks; for example, one course meeting three hours a week for 16 weeks carries credit of three semester hours.

Courses designated as developmental will not count as elective or degree credit toward any degree. Courses in this catalog which are developmental have four-digit numbers, the first number is a "0".

Tyler Junior College has joined the

Texas Common Course Numbering System Consortium

approved by the Texas Association of Collegiate Registrars and Admissions Officers and the Texas Higher Education Coordinating Board. This numbering system was developed for the purpose of facilitating the transfer of general academic courses.

The four-letter prefix will be used to identify subject areas.

The four-digit numbers will be used as follows:

First digit—to identify level
(0—developmental, 1—freshman,
2—sophomore)

Second digit—to identify credit hour value

Third and Fourth digits—to establish course sequence.

For this catalog only, the four-digit number is followed by a three-digit number by which this course was identified prior to the 1992-93 college year.

All descriptive titles of courses are followed by two numbers in parentheses. The first of these numbers gives the number of lecture hours each week while the second number gives the number of laboratory hours each week. For example, the notation (3-2) indicates that a course has three hours of lecture and two hours of laboratory weekly.

Transfer Credit

Credit for courses in which a passing grade has been earned may be transferred to Tyler Junior College from colleges and universities accredited through one of the following regional associations:

Middle States Association of Colleges and Schools/Commission on Higher Education
New England Association of Schools and Colleges

North Central Association of Colleges and Schools

Northwest Association of Colleges and Schools

Southern Association of Colleges and Schools/Commission on Colleges

Southern Association of Colleges and Schools/Commission on Occupational Education Institutions

Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the policy of Tyler Junior College not to transfer credits received from any United States institution not so accredited.

However, students who have gained proficiency through completion of course work from non-accredited institutions should consult a counselor regarding credit by examination.

On receipt of an official transcript from an accredited institution, the grade point average will be computed based on all courses attempted. **Repeated courses will not be deleted from computation of cumulative grade point average in calculating honors.**

Course-by-course evaluation will be completed by the admissions office staff, as needed for degree or program planning. Individual courses transferred will not be posted on the Tyler Junior College permanent record, but a summary of the total hours accepted from other institutions will be a part of the permanent record.

Students planning to transfer Tyler Junior College course work to another college or university are advised to contact the transfer institution to determine its transfer policy. Tyler Junior College has established transfer agreements with all area colleges and universities. Course transfer information is available from faculty advisors through instructional deans or counselors. The decision to accept Tyler Junior College courses in transfer and/or to apply those courses to individual degree plans is made by the receiving institution. Students should always consult the college catalog and proper officials of that institution.

Disputes

Transfer disputes may arise when a lower-division course is not accepted for credit by a Texas institution of higher education. To qualify as a dispute the course(s) in question must be offered by the institution denying the credit (receiving institution), or in the case of upper-level institutions, must be published as a lower-division course accepted for fulfilling lower-level requirements. For community colleges, the course(s) must be listed in the *Community College General Academic Course Guide Manual*, and be offered at the receiving institution. Additionally, the sending institution must challenge the receiving institution's denial of credit.

Instructions for Completing the "Transfer Dispute Resolution" Form

Rules and Regulations of The Texas Higher Education Coordinating Board, Chapter 5, Subchapter S 5.393

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.

2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in subsections (a) and (b) of this section in their undergraduate course catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.078(e) of the Education Code.
- e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Student Load

A student may enroll in one or more courses. A standard load is considered to be five solid courses (three or four semester hours credit each) plus physical education activity and freshman orientation (first semester). Organizations such as band and choir may be added without special permission. Students desiring to take more than 20 hours per semester are required to present an outstanding record on courses already completed and obtain the permission of their instructional dean for the overload.

Records and Transcripts

Students shall have access to their official education records and shall have the opportunity to challenge such records if they deem them inaccurate, misleading or otherwise in violation of their privacy or other rights. Except for directory information, Tyler Junior College will not release personally identifiable data from student records to other than a specified list of exceptions without a written consent of the student. Even a release of information to parents requires a student's written consent.

In compliance with the Family Educational Rights and Privacy Act of 1974 (PL-93-380), as amended, the following information is provided concerning student records maintained by Tyler Junior College; and upon request, this act is available for review in the office of the registrar:

Area in which student records are maintained:

1. **Academic records:** registrar's office, continuing education office and faculty offices
2. **Placement and testing records:** counseling office
3. **Financial records:** business office and financial aid office
4. **Medical records:** College nurse office

Review of Record

Any student has the right to inspect and review the content of his/her records, to obtain copies at the student's own expense, to receive explanations or interpretations of the records and to request a hearing to challenge the content. Access to the records may be requested on a form available from the official in charge of the particular record.

Challenging of a grade must occur within the first ten days of the long semester immediately following awarding of the grade.

Informal Review: Follow the procedure as outlined for review of record. An official will summarize action taken on a review request form. This should be signed and dated by the review official and maintained with student's records.

Formal Review: If the informal review does not clarify the question of accuracy of record-keeping, the student may request a formal review. The Academic Appeals Committee will hear challenges concerning these records.

Family Rights and Privacy Act

In compliance with the Family Educational Rights and Privacy Act of 1976, (PL 93-380, section 513), as amended (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, telephone number, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes) and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Drug-Free Campus Statement

Tyler Junior College is in accordance with the Drug-Free Schools and Communities Act Amendment of 1989 which requires a clear statement regarding the consequences of drug use and abuse, along with information about sources of available assistance, be made available to every student and employee. The *Student Handbook* contains detailed information about emotional, medical and legal consequences of drug use and abuse. Students found in use, possession or distribution of controlled substances on campus will receive both legal and College disciplinary actions. A student assistance program provides education, intervention, assessment and referral services for those with an abuse problem. Additional information about CONFIDENTIAL services is available in the student development office, counseling services or health services.

Change of Name or Address

A student who changes his/her residence or mailing address is expected to notify the registrar of this change immediately. **If a change of residency is implied, documentation must be furnished.** The permanent address is the address on record and all official correspondence will be mailed to that address. Any communication from the College which is mailed to the name and address on record is considered to have been properly delivered and the student is responsible therefor.

Student Consumer Information

Information not found in this catalog regarding Tyler Junior College may be found in the student activities office.

Residence Life

It is the goal of the College that students living on our campus should be provided with an academically healthy atmosphere, appropriate social outlets and a safe and secure environment within which they can achieve their educational goals and develop into responsible citizens. To help accomplish these goals, Tyler Junior College maintains a modern residential living system of eight residence halls which house more than 600 students. Each living unit is air-conditioned and features suites for four people in two bedrooms sharing bathroom facilities. All rooms have basic furniture and smoke alarms for the safety of residents. Each hall has limited laundry and kitchen facilities for residents' use.

Students living in College housing have opportunities to participate in student government at the hall level and enjoy proximity to many College activities and events. Programs are provided in the halls on a regular basis for the information of students and include areas such as health issues, including drugs, eating disorders, and basic health care; assertiveness skills and relationship dynamics; social activities for hall residents; and study skills and career planning workshops.

A full-time professional hall coordinator and several student resident assistants live in each of our living units to provide supervision and direction for residents. They are responsible for the daily operation of the hall, provision of programs for resident students, and individual assistance to students on both academic and personal issues. The residence staff holds active membership in both the regional and national college housing associations.

Assignment to College housing includes a full seven-day meal plan in the College dining hall. Only full-time students who carry 12 semester hours or more are eligible for College housing. Assignments are very limited and it is suggested that applications be submitted at least six months prior to the semester for which housing is desired. Both a complete application form and a deposit are required to be considered for assignment. Applications submitted without the required deposit will be returned without action. Applications for College housing

are available upon request from the residential life office. Once assigned to a specific hall, a student's payment is due on August 1 for fall semester and on January 1 for spring semester. Summer housing costs and dates vary according to availability.

More information about the residential life program, including current costs, is available from the residential life office located in the Rogers Student Center or by calling 903-510-2524.

Tyler Junior College gives equal consideration to all applicants for College housing without regard to race, creed, color, national origin, sex, age, marital status or physical handicap.

College Dining Hall

The College dining hall provides meals for all students enrolled at the college on a variety of payment plans from one meal to a seven-day meal plan for an entire semester.

Students desiring more information should contact the director of food services.

Health Services

The health services office, located on the second floor of Rogers Student Center and open 8 a.m.-5 p.m., Monday through Friday, provides various health programs.

Health Care is provided in case of minor injury, illness or medical emergency. Day care rooms are available for ill students during regular working hours.

Individuals are referred to appropriate sources when more definitive care is necessary. All expenses related to hospitals, medications and services of a physician, provided outside of health services, must be paid by the student. There may be minimal charges for various procedures performed in health services.

Health Maintenance Programs provided include blood pressure check, nutritional information, TB skin test, immunization, allergy injection, eye examination, blood glucose, consultation and referral.

Health Education literature, videos and presentations are available on health related topics such as specific illnesses, life skills, substance abuse, date rape and contagious diseases. Current information

on AIDS and other sexually transmitted diseases is furnished.

Health Insurance is available at a reasonable rate from a private carrier. Additional information may be obtained in health services.

Student Activities

Extracurricular activities at Tyler Junior College are varied, and designed to afford full- and part-time students with opportunities for enjoyment and enrichment. These activities are intended both to augment class work and to provide relaxation from studies.

The excitement of athletic events, the quiet pride of candlelit initiations, the exhilarating camaraderie of a club project—these are all part of the College's extracurricular activities. A community college as well as a traditional junior college, TJC seeks in its numerous beyond-the-classroom activities to serve not only the students on campus, but also the township and the entire East Texas area. For more information on student activities see the Tyler Junior College *Student Handbook*.

Following is a sampling of some of the major extracurricular activities at the College:

Student Senate

The Student Senate is the student government body of Tyler Junior College. The purpose of the Senate is to promote active student government, promote better relationships among the student body, promote good citizenship and provide an avenue by which student needs and desires are transmitted to the administration, as well as provide educational and wholesome entertainment for students.

Apache Belles

A select women's organization, the group presents performances for half-time entertainment at college and professional

games and entertains on other occasions.

Throughout the year, special study is given to good taste in clothing, makeup, manners and general personal improvement.

Apache Band

The Apache Band is the official College band which is open to all qualified students and also accompanies the Apache Belles. The Jazz Band and Concert Band are select groups of band students from the Apache Band chosen to play a variety of music.

Concert Chorus

Open to all students who wish to sing, the choir represents the College in concerts on and off campus.

Harmony and Understanding

A select group of singers from the concert chorus, Harmony and Understanding sings modern popular music.

Chamber Singers

The Chamber Singers, a specially selected group of singers from the concert chorus, present primarily classical *a cappella* music.

Athletic Program

The College athletic program includes intercollegiate sports for men in football, basketball, baseball, soccer, tennis, golf and for women in basketball, volleyball and tennis.

Clubs and Organizations

Other student activities include clubs and organizations which are intended to represent the diverse interests of the students. The following organizations are presently active on the campus. A more complete description of the purposes and activities of each organization is included in the *Student Handbook*.

Alpha Delta Sigma

Alpha Sigma Chi

Apache Band

Apache Belles

Association of Baptist Students

Baptist Student Union

Biological Society

Catholic Student Organization

Cheerleaders

Chi Alpha

College Republicans

Collegiate Secretaries International

Computer-Aided Drafting & Design Society

Epsilon Delta Pi

FFA Collegiate Chapter

Geological Society

Gospel Choir

Harmony and Understanding

Horticulture Club

Intergreek Council

J.A.M.

Las Mascaras

Law Enforcement

Medical Laboratory Technology

Phi Theta Kappa

Psychology/Sociology

R.A.A. Organization

Rodeo Club

Spire

Student Senate

Surveying Technology Society

T.A.M.E.

Tau Beta Sigma

TJC *Touchstone*

Tri-C

Video Production

Wesley Foundation

Religious Student Centers

Association of Baptist Students

Baptist Student Union

Tri-C

Wesley Foundation

Fraternities

Alpha Sigma Chi

Delta Xi Chi

Gamma Chi Gamma

Kappa Delta Upsilon

Kappa Kappa Psi

Sigma Delta Nu

Sororities

Alpha Delta Sigma

Chi Gamma Chi

Sans Souci

Tau Beta Sigma

Tau Kappa

Zeta Phi Omega

Counseling and Advising

Academic advising is provided to new students, education majors, scholastic probation students and to those whose major is undecided. Testing and tutorial services for students, as well as information concerning transferability of course work, is available. Counselors assist students with personal problems and concerns and provide referral information when requested. In addition, counselors help students to evaluate their interests and abilities and to set academic and career goals.

Counseling Services provide services to currently enrolled and prospective students during both day and evening hours.

Prior to registration, new students are required to participate in the testing and advisement process, regardless of student classification, after having satisfied Tyler Junior College admissions requirements.

All returning students with chosen majors are advised by faculty advisors within the division of a student's program of study. Returning or readmission students should consult with their faculty advisor well in advance of registration to avoid possible advisement delays.

Testing

Admissions Test Score Requirement

All freshman and transfer students who have completed less than 15 semester hours are strongly encouraged to submit scores of the American College Testing Program (ACT) or the College Board (formerly SAT) well in advance of actual enrollment.

Placement tests are required to place students into appropriate coursework. Call the TJC Testing Center, 510-2617 for more information.

State Mandated Testing Requirements

Texas Academic Skills Program (TASP)

The Texas State Education Code requires that all students "... who enter public institutions of higher education in the fall of 1989 and thereafter must be

tested for reading, writing and mathematics skills." This includes all "... full-time and part-time freshmen enrolled in a certificate or degree program ...," any non-degree student prior to the "accumulation of nine or more (college) credit hours or the equivalent."

Performance on the test will not be used as a condition of admission to Tyler Junior College. Results of the test will be used for course placement only.

This official test is given only on the specified test dates. Test fees must be paid by student.

Exemptions:

- Student who has completed 3 or more semester hours of college credit before the fall semester of 1989.
- Student who is going into a certificate program with less than 9 semester hours of general education requirements.
- Students who have had local placement tests may obtain up to 15 semester hours credit before having to take the TASP test.

Required Remediation:

A student who fails one or more sections of the TASP Test, or who scores below the state's minimum standard on a placement test, **must "continuously participate" in some remedial activity. Some remediation is required for every semester/term in which the student is enrolled until all sections of the TASP Test are passed.** A student who is required to be in a remedial program may not withdraw from all remediation and continue in college.

Beginning students will be required to take placement tests in English, Math and Reading for proper placement in courses at Tyler Junior College. Information on these tests may be obtained by contacting the Tyler Junior College counseling services.

Credit by Examination

College Level Credit by Examination (CLCBE)

Tyler Junior College recognizes the fact that many students, independent of the college environment, have achieved the goals and objectives of certain college courses. In accordance with that belief, Tyler Junior College has adopted policies and procedures whereby students may receive college credit for that knowledge and/or experience or may be enrolled in classes commensurate with the academic level to which they belong.

Credit earned through CLCBE procedures will apply toward the graduation requirements of Tyler Junior College. Credit will also be given for acceptable advance placement scores of the College Board (AP), College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), certain specific departmental institutional tests, credit by life work experience and additional tests as determined by the institution. Students are eligible to receive a maximum of 15 semester hours credit through CLCBE procedures providing they are concurrently enrolled at Tyler Junior College and complete a full semester of academic work in the classroom setting. Upon successful completion of any CLCBE experience, a grade of **CR** will be awarded and will not affect the grade point average. Tyler Junior College does not guarantee the transfer of credit awarded through College Level Credit by Examination (CLCBE) to other institutions; therefore, those individuals who desire to transfer credit should contact the institutions of choice for such information.

There is a \$25 pre administration fee in addition to the cost of the tests.

There is also a \$25 fee for posting credit by examination to college records.

For further information about the College Level Credit by Examination Program, contact the Tyler Junior College testing center.



**Barbara Clakley, Secretary,
Humanities and Social Sciences**

Placement Services and Career Planning Information

Career-planning information available for students includes exploration of career options, computer-based interest assessments, occupational information, senior colleges and transfer information. Placement services available include: job search information, referrals for part-time and full-time employment, employee information through specific program director liaisons, campus interviews and computer-based resume writing program. Frequent seminars are conducted on resume writing, job search strategies and interview techniques throughout the year.

For more information, contact the Tyler Junior College Placement Services Center, 903-510-2390.

Support Services

Tyler Junior College provides a variety of support services for students with special needs and capabilities.

Project Excel

Programs which have been developed to assist the student with weak academic skills are a peer tutoring program, study skills handouts and videos, and the Computer Systems Research (CSR) network (self-paced tutorial assistance in basic skills and TASP preparation).

Students with Disabilities

For the student with academic potential who has a physical or learning disability, the college provides service as defined in the Rehabilitation Act of 1973, Section 504. For the student with a learning disability, appropriate documentation will be required to determine academic potential. Prior notification before the beginning of any semester is necessary for adequate scheduling of services. Any type of support assistance, such as modified equipment or special testing arrangements, will be provided if at all possible.

Women and Adult Students

A variety of support services are available for those considering "re-entry" into education and/or employment, and for the person considering careers that are non-traditional for her/his sex. For the vocational/technical major who can document financial need, limited financial support may be available for child care, transportation and books. Application deadlines to be considered for financial assistance are:

Fall Semester—July 28

Spring Semester—November 24

Summer Semester—April 15

Applications must be picked up in the support services office and students must meet all guidelines to be considered. Financial assistance is based upon need and availability of Carl D. Perkins Vocational and Applied Technology Grant Funds.

For more information, contact support services in Rogers Student Center, 903-510-2395.

Vaughn Library and Learning Resources Center

The Vaughn Library and Learning Resources Center holds a library collection, the interactive computer learning center and an instructional videotape collection. In addition, book collections for the health sciences, legal assistants and other programs are here.

Books from the library are checked out using a current ID card. Reference books, microfilms and magazines stay in the library, but copy machines can be found on each floor. Software in the interactive

computer learning center includes word-processing, database and spreadsheet applications. Also, computer-assisted-instruction programs in chemistry, English, history, foreign language and other areas are here. Tapes from the video collection can be viewed on the second floor. Video programs for the instructional television (ITV) courses can be viewed here, checked out for watching at home or for Tyler residents, seen on Channel 30 of the local cable.

Success Oriented Studies

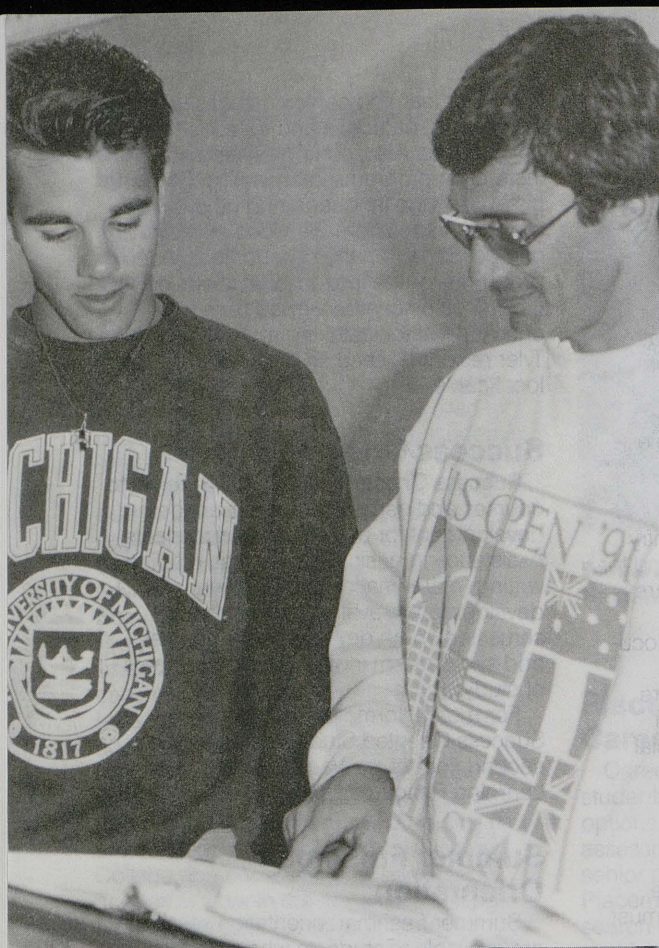
Success Oriented Studies (SOS) refers to courses and certain services in academic development for underprepared students. Assistance in basic skills such as reading, writing, mathematics and personal development is available through both semester-length developmental courses and shorter term individualized programs of study.

For more information, contact the Success Oriented Studies office on the second floor of the Vaughn Library and Learning Resources Center.

Summer Freshman Orientation

Summer freshman orientation sessions are available to students who wish to complete the freshman orientation requirement and register early for the fall semester. Students who participate in one of the summer freshman orientation sessions learn about the college courses available, discuss college and career plans with counselors, faculty and peer advisors and other professionals and then complete registration procedures for the fall semester. Placement testing assures that students are enrolled in classes compatible with their educational backgrounds and abilities. Students also have the opportunity to spend the night in a residence hall to see first-hand what college life is like, to meet some classmates for the coming semester and to become familiar with the campus before classes begin.

For more information, contact the counselor/director, orientation, 903-510-2394.

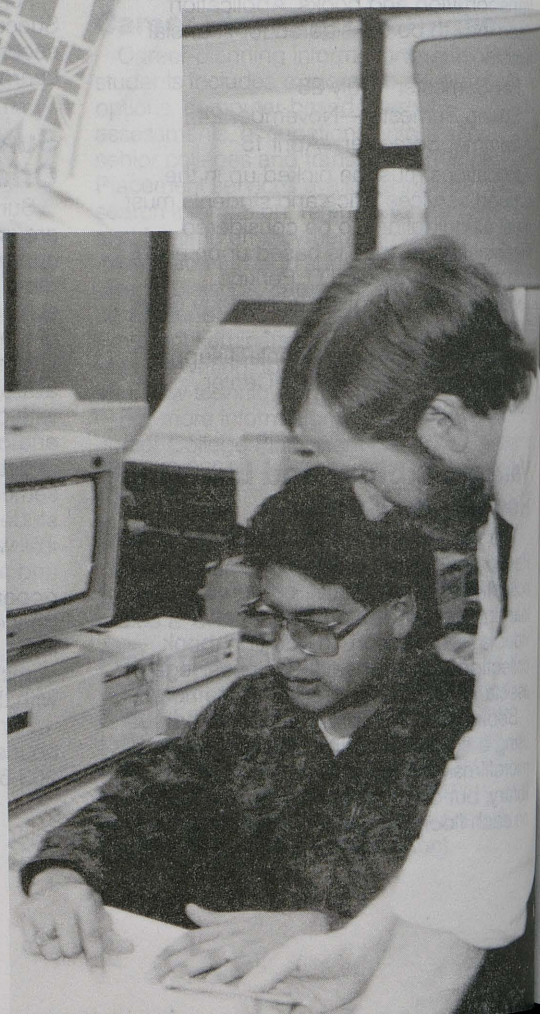


“It is an honor to have the opportunity to help students prepare for a career through a sport they enjoy so much.

Paul N. Soliz
Instructor/Director,
Recreation Leadership
 B.S., Pan American
 University

“Our commitment in computer science is not just to prepare our students for productive careers, but to give them a competitive edge in our increasingly technical and rapidly changing employment environment.”

Doyle Ken Craver
Instructor, Computer Science
 A.S., Kilgore College
 B.A., Texas A&M
 University
 M.S., Stephen F. Austin
 State University



What We Offer

Degrees, Certificates and Graduation

General Requirements for all Degrees

The following general requirements must be met by all students receiving associate degrees:

1. **The student must apply for a degree in a specific concentration by the published deadline.**
2. The student must complete 62 acceptable credit hours of work with an average grade of at least "C".
3. **Fifteen of the last 21 credit hours must be completed at Tyler Junior College. At least 15 credit hours of work must be of sophomore level.**
4. Students who graduate in the spring are required to attend the commencement exercises unless excused.
5. **A student should apply for a degree within a year of when he/she last attended Tyler Junior College.**
6. Students who first enrolled fall of 1989 or after must pass TASP unless TASP Exempt.
7. **PSYC 0100 Freshman Orientation** is required of all full-time beginning students.

Associate in Arts Degree

The associate in arts degree is designed to give students breadth of knowledge in the liberal arts, promote critical thinking that is fundamental to higher education and allow students to take specific courses in a discipline. Students working toward the associate in arts degree will take essential core requirements that will allow them to transfer to a senior college. Tyler Junior College offers the associate in arts degree to students completing the general requirements for all degrees, the general

degree requirement for the associate in arts degree and those courses required for concentrations in the disciplines listed after the general degree requirements.

The general degree requirements for the associate in arts degree are:

1. **ENGL 1301 and 1302** (6 credit hours)
2. **HIST 1301 and 1302** (6 credit hours)
Students may substitute one of these courses with another American or state history course. Students should check with the history department of the senior college to which they intend to transfer.
3. **GOVT 2302 and 2301** (6 credit hours)
4. **PHED 1101** and one additional health and kinesiology activity course.
5. **College level math** (3 credit hours)
If mathematics is not listed as a specific requirement in a concentration, a minimum of three credit hours of college level mathematics will be required for graduation.

NOTE: In all Associate in Arts degree plans, several disciplines are suggested as electives. *Social science* includes history, government, economics, sociology and psychology. *Humanities* include philosophy, literature, foreign language, music, theatre, art, journalism, speech, dance and Bible. *Natural science* includes chemistry, biology, geology, physics, astronomy and mathematics. *Laboratory science* includes chemistry, biology, geology, physics and astronomy.

Concentration in Agriculture

1. Complete general degree requirements.
2. Complete these specific requirements:

Biology (4 credit hours)

From BIOL 1408, 1409, 1411, 1406, 1407

Agriculture (12 credit hours)

Mathematics (3 credit hours)

Speech (3 credit hours)

From SPCH 1315, 1311 or 1321

Electives to total 62 hours. Students should check senior college requirements.

Suggested electives from chemistry, agriculture, biology, English, humanities, social science, health and kinesiology.

Concentration in Art (Suggested for Fine Arts and Commercial Art Majors)

1. Complete general degree requirements.
2. Complete these specific requirements:

Art (18 credit hours)

To include 1311, 1312, 1316, 1317,
1303 and 1304

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from art, mathematics, laboratory science, social science, English, humanities, health and kinesiology.

Concentration in Behavioral Science (Majors in psychology, sociology and social work)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)

Any sophomore literature

Biology (8 credit hours)

Mathematics (6 credit hours)

Humanities, Social Sciences (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and kinesiology.

Concentration in Business Administration

1. Complete general degree requirements.
2. Complete these specific requirements:

Business (14 credit hours)

BUSI 1301, 2421, 2422, 2340 or
approved elective*

Computer Science (3 credit hours)

COSC 1370

Economics (6 credit hours)

ECON 2301, 2302

English Literature (3 credit hours)

A sophomore literature course.

Humanities/Behavioral Science

(6 credit hours)

SPCH 1311

Approved Elective*

Laboratory Science (8 credit hours)

Astronomy, Biology, Chemistry, Geology or
Physical Science

Mathematics (6 credit hours)

MATH 1324 and MATH 1325

*Business Approved Elective: See your program advisor.
Humanities/Behavioral Science Approved Electives:
PHIL 2306, SOCI 2331.

Students who intend to transfer to a university and seek
the baccalaureate degree in business administration
should consult with a program advisor, inquire of the
university course requirements and plan a degree
accordingly.

Concentration in Computer Science

1. Complete general degree requirements.
2. Complete these specific requirements:

Computer Science (12 credit hours)

From COSC 1396 or 1312, 1318, 1319, 1332,
1316, 1317, or ENGR 2304

Laboratory Science (4 credit hours)

From *Biology, *Geology, +Chemistry
or +Physics

Mathematics (6 credit hours)

From MATH 1314, *1324, *1325,
+1316, +2313, +2314

Accounting and/or additional

Laboratory Science and/or additional

Mathematics (6/8 credit hours)

From *BUSI 2401, *BUSI 2402 and/or from
*Biology, *Geology, +Chemistry or +Physics
and/or from *MATH list above or higher
level course.

Humanities or Social Science or

***Economics** (6 credit hours)

Electives to total 62 hours.

Student should check senior college requirements.

*Recommended for business oriented degree.

+Recommended for scientific or engineering
oriented degree.

**NOTE: For other Computer Science degrees, see
pages 44 and 45 of this catalog.**

Concentration in Engineering

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (12 credit hours)
To include MATH 2313, 2314, 2315

Engineering (6 credit hours)
ENGR 2301, 2302

Physics (8 credit hours)
From PHYS 2425, 2426 and 2427

Chemistry (4 credit hours)
CHEM 1411

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from mathematics, laboratory science, humanities, social science, health and kinesiology.

Concentration in Fine Arts

*(Speech/Drama/Theatre Arts/
Dance/Art/Music)*

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

**Mathematics, Foreign Language,
Laboratory Science** (12 credit hours)

**Speech/Drama/Theatre Arts/Dance/
Art/Music** (15 credit course hours)
From any one area

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, natural science, health and kinesiology.

Concentration in Health and Kinesiology

1. Complete general degree requirements.
2. Complete these specific requirements:

Health and Kinesiology
Activity courses (4 credit hours)
To include PHED 1101

Theory/Teaching courses (12 credit hours)

Mathematics (6 credit hours)
MATH 1314 and 3 hours of higher math

Laboratory Science (8 credit hours)
Suggested courses are BIOL 2401 and BIOL 2402

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from natural science, social science, humanities, health and kinesiology.

Concentration in Home Economics

1. Complete general degree requirements.
2. Complete these specific requirements:

Home Economics (12 credit hours)

**Mathematics, Laboratory Science or
Foreign Language** (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, laboratory science, humanities, home economics, health and kinesiology.

Concentration in Industrial Technology

*(Emphasis in Industrial Distribution,
Industrial Safety, Industrial
Technology Education or
Manufacturing Systems)*

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Suggested courses include ENGL 2331 and ENGL 2332.

Mathematics (6 credit hours)
To include MATH 1316 or higher level mathematics

Laboratory Science (8 credit hours)
Suggested courses include CHEM 1405, PHYS 1105 and PHYS 1305

Technology Electives to total 64 hours.
Suggested electives include air conditioning and refrigeration, art, business, computer science, computer-aided drafting, engineering design graphics, electronics, English, fire protection, graphic arts, industrial and commercial maintenance, mathematics, music, surveying and welding.

Tyler Junior College and The University of Texas at Tyler have articulated this program for the most efficient transfer into the above listed options in the Technology Department at UTT. Students should consult with their faculty advisor regarding the specific technology elective requirements for each emphasis or for transfer to other upper level institutions.

Concentration in Interdisciplinary Studies

(Recommended for all undecided majors and those students seeking teacher certification)

1. Complete general degree requirements.*
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Mathematics, Foreign Language, Laboratory Science (12 credit hours)
(4) courses from 2 of these areas

Humanities, Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from social science, humanities, natural science, health and kinesiology.

Concentration in Journalism

(Advertising, Broadcast News, Magazine Journalism, News/Public Affairs Reporting, Public Relations, Radio, Television, Film)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Journalism (12 credit hours)
To include COMM 2311, 2315 and 2309.

Mathematics, Laboratory Science or Foreign Language (12 credit hours)

Humanities and

Social Science (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, laboratory science, social science, mathematics, health and kinesiology.

Concentration in Liberal Arts

(Majors in History, Foreign Language, Government, Economics, Literature and Pre-Law)

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Humanities or Social Science (12 credit hours)
To include HIST 2311 and 2312

Foreign Language, Laboratory Science or Mathematics (6 credit hours)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from humanities, social science, laboratory science, mathematics, health and kinesiology.

Concentration in Mathematics

1. Complete general degree requirements.
2. Complete these specific requirements:

Mathematics (15 credit hours)
To include MATH 2313, 2314, 2315

Laboratory Science (8 credit hours)

***Computer Science** (3 credit hours)
From ENGR 2304 or COSC 1318 or 1320 or 1316 or 1317

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, social science, foreign language, health and kinesiology.

**See the catalog of the senior college of your choice.*

Concentration in Music

1. Complete general degree requirements.
2. Complete these specific requirements:

Music (35 credit hours)
including (12) Theory-MUSI 1311, 1312, 2311, 2312
(4) Sight Singing and Ear Training- MUSI 1116, 1117, 2116, 2118
(12) Private lessons (instrument and/or voice)
(4) Ensemble (band, choir, etc.)
(3) Literature-MUSI 1308 or MUSI 1309
(must be taken during freshman year)

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, humanities, social science, health and kinesiology.

Concentration in Natural Science

(Majors in Biology, Chemistry, Geology, Physics, Premed, Predental, Prepharmacy, Prephysical Therapy, Preveterinarian)

1. Complete general degree requirements.
2. Complete these specific requirements:

Chemistry (8 credit hours)
CHEM 1411, 1412

Additional Laboratory Science (8 credit hours)

Mathematics (6 credit hours)

MATH 1314, 1316 or higher level mathematics

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from English, mathematics, natural science, foreign language, health and kinesiology.

Concentration in Speech/Theatre

1. Complete general degree requirements.
2. Complete these specific requirements:

English Literature (3 credit hours)
Any sophomore literature

Speech/Theatre (15 credit hours)
To include SPCH 1342 and SPCH 2341

Electives to total 62 hours. Student should check senior college requirements.

Suggested electives from speech, theatre, humanities, social science, laboratory science, fine arts, health and kinesiology.

Associate in Applied Science Degree

The associate in applied science degree combines general liberal arts courses with specialized, technical courses. Tyler Junior College offers the associate in applied science degree to students completing those courses in the following programs:

Air Conditioning and Refrigeration
Associate Degree Nursing
Business Management
Child Development
Computer-Aided Drafting & Design
Computer Science Applications
Programming
Criminal Justice
Dental Hygiene
Electronics Technology
Emergency Medical Technology
Farm and Ranch Management
Fire Protection
Graphic Arts/Photography
Industrial and Commercial Maintenance
Industrial Management
Legal Assistant
Medical Laboratory Technician
Medical Record Technology
Merchandising Management
Office Technology
Ornamental Horticulture
Postal Management
Radiologic Technology
Recreation Leadership-Tennis Teaching
Respiratory Therapy
Surveying Technology
Welding

Health science students should check specific graduation requirements for their program.

**Computer assisted
ear training class.**



Proficiency Certificates

Students completing with a minimum of a "C" average all courses in their major in the following degree plans are awarded certificates of proficiency:

Farm and Ranch Management
Office Technology
Ornamental Horticulture
Postal Management
Recreation: Tennis Teaching
Welding

Designated certificate programs are:

Air Conditioning and Refrigeration
Child Development
Computer-Aided Drafting & Design
Computer Science Operators
Computer Science Microcomputer Applications Technician
Critical Care Nursing
Diagnostic Medical Sonography
Graphic Arts/Photography
Industrial and Commercial Maintenance
Industrial Management
Medical Office Management
*Medical Record Technology
Merchandising Management
Microcomputer and Electronics Servicing

Office Technology
Optician Technician
Ornamental Horticulture
Postal Management
Surveying Technology
Welding

In the following health science programs, Certificates of Proficiency will be awarded provided each required course is completed with a minimum grade of "C":

Respiratory Therapy
Vocational Nursing

Certificates of Completion

Students completing with a minimum of a "C" in each required course will receive a certificate of completion in:

Emergency Medical Technology,
Basic
Emergency Medical Technology,
Intermediate

**Those certificate programs indicated with an asterisk require students to take the TASP examination.*

Air Conditioning and Refrigeration Curriculum

First Year

Semester I

AIRC 1300 Introduction to AC & Refrigeration
AIRC 1301 Fundamentals of Refrigeration
AIRC 1311 Fundamentals of Electricity
AIRC 1313 Air Conditioning Welding Procedures
ENGL 1301 Composition and Rhetoric

Semester II

AIRC 1321 Commercial Refrigeration
AIRC 1322 Blueprint Reading
AIRC 1323 Automatic Controls I
PHED 1101 Physical Fitness and Health Concepts
ENGL 2311 Technical Report Writing
TMTH 1301 Applied Mathematics

Summer Session I & II (Optional)

AIRC 2304 Internship (14 weeks)

Second Year

Semester III

AIRC 2301 Heating
AIRC 2302 Automatic Controls II
AIRC 2303 Air Conditioning Systems Design
Computer Science Elective
History or Government

Semester IV

AIRC 2321 Installation and Maintenance of Air Conditioning Systems
AIRC Elective
AIRC Elective
MGMT 1302 Human Relations in Management
SPCH 1321 Business and Professional Speaking
MGMT 2322 Small Business Management

AIRC Electives: AIRC 1312, 2304, 2322, 2323, 2324, 2325.

Total Semester Hours—67

(Designated Air Conditioning and Refrigeration Certificate)

Semester I

- AIRC 1300** Introduction to AC and Refrigeration
- AIRC 1301** Fundamentals of Refrigeration
- AIRC 1311** Fundamentals of Electricity
- AIRC 1313** Air Conditioning Welding Procedures
- AIRC 2303** Air Conditioning Systems Design

Semester II

- AIRC 1321** Commercial Refrigeration
- AIRC 1322** Blueprint Reading
- AIRC 1323** Automatic Controls I
- AIRC 2321** Installation and Maintenance of Air Conditioning Systems
- AIRC** Elective

Total Semester Hours—30

(Advanced Certificate—Air Conditioning and Refrigeration)

First Year

Semester I

- AIRC 1300** Introduction to Air Conditioning and Refrigeration
- AIRC 1301** Fundamentals of Refrigeration
- AIRC 1311** Fundamentals of Electricity
- AIRC 1313** Air Conditioning Welding Procedures

Semester II

- AIRC 1321** Commercial Refrigeration
- AIRC 1322** Blueprint Reading
- AIRC 1323** Automatic Controls I
- MGMT 1302** Human Relations in Management

Second Year

Semester III

- AIRC 2301** Heating
- AIRC 2302** Automatic Controls II
- AIRC 2303** Air Conditioning Systems Design
- AIRC** Elective

Semester IV

- AIRC 2321** Installation and Maintenance of Air Conditioning Systems
- AIRC** Elective
- AIRC** Elective
- MGMT 2322** Small Business Management

Total Semester Hours—48

Business Management Curriculum*

First Year

Semester I

- BUSI 1301** Introduction to Business
- COSC 1370** Business Computer Applications
- ENGL 1301** Composition and Rhetoric
- MGMT 1301** Principles of Management
- TMTH 1301** Applied Mathematics

Semester II

- BUSI 1371** Elementary Accounting I
- ENGL 2311** Technical Report Writing
- MGMT 1312** Principles of Marketing
- MGMT 1302** Human Relations in Management
- Free Elective
- PHED 1101** Physical Fitness and Health Concepts

The first-year curriculum in this program is common to the Business Management, Industrial Management and Merchandising Management curricula.

Second Year

Semester III

- BUSI 1372** Elementary Accounting II
- BUSI 2301** Business Law
- MGMT 2322** Small Business Management
- SPCH 1321** Business and Professional Speaking
- BUSI 2380** Management Development Seminar I
- Approved Elective

Semester IV

- ECON 2302** Economic Problems
- MGMT 2321** Customer Relations and Sales
- MGMT 2350** Ethics in Business and Management
- MGMT 2351** Operations Management & Purchasing
- BUSI 2350** Current Issues in Business
- Approved Elective

Total Semester Hours—67

Suggested Electives: **BUSI 2374, 2375; COSC 1375, 1332; INCM 1301; OFFT 2388; SPAN 1300.**

*Pending approval by the Texas Higher Education Coordinating Board.

Child Development Curriculum

First Year

Semester I

- CHID 1311** Introduction to Child Development
CHID 1312 Survey of Child Care Management
CHID 1313 Curriculum and Materials in the Child Care Facility
CHID 1314 Health Care and Safety
ENGL 1301 Composition and Rhetoric

Summer Session I (5 weeks)

- CHID 1310** Cooperative Training

Semester II

- CHID 1321** The Family and the Community
PSYC 2308 or **CHID 1322** Growth & Development in Early Childhood
CHID 1323 Creative Activities
CHID 1324 Child Health and Nutrition
PSYC 2301 Introductory Psychology
PHED 1101 Physical Fitness and Health Concepts

Summer Session II (5 weeks)

- CHID 1320** Cooperative Training

Total Semester Hours—37

Students may exit here with a certificate of proficiency or continue toward the associate of applied science degree in child development.

Second Year

Semester III

- CHID 2311** The Special Child
CHID 2312 Preschool Theory and Application
MATH 1332 or **TMTH 1301**
 Government Elective
MGMT 1303 Small Business Management

Semester IV

- CHID 2321** Child Care Issues
CHID 2322 Child Care Facility Management
COSC 1307 Computer Literacy
 Speech Elective
 Sociology Elective

Total Semester Hours—70

Computer-Aided Drafting Curriculum

First Year

Semester I

- ENGR 1304** Engineering Design Graphics I
CADD 1321 Illustration Drawing
CADD 1331 Introduction to Computer-Aided Drafting
ENGL 1301 Composition and Rhetoric
TMTH 1301* Applied Mathematics

Semester II

- ENGR 1305** Engineering Design Graphics II
CADD 1332 Computer-Aided Machine Drafting
CADD 1362 Computer-Aided Electronics Drafting
ENGL 2311 Technical Report Writing
 Approved Elective
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

- CADD 2343** Computer-Aided Architectural Drafting
CADD 2383 Computer-Aided Pipe Drafting
CADD 2373 Computer-Aided Structural Drafting
SPCH 1321 Business and Professional Speaking
TMTH 1302* Applied Trigonometry

Semester IV

- CADD 2324** Map Drafting
CADD 2354 Plane Surveying
CADD 2334 Advanced Computer-Aided Drafting
PHYS 1371 Industrial Strength of Materials
 Behavioral or Social Science Elective

Total Semester Hours—61

**Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.
 Suggested Electives: CADD 2314, COSC 1307, MGMT 1301, 1302; GOVT 2302, 2301; HIST 1301, 1302; PSYC 2301, SOCI 1301.*

(Certificate of Proficiency in Computer-Aided Drafting)

Semester I

- ENGR 1304*** Engineering Design Graphics I
COSC 1307* Computer Literacy
CADD 1331 Intro to Computer-Aided Drafting
CADD 1362 Computer-Aided Electronics Drafting
CADD 2343 Computer-Aided Arch. Drafting I

Semester II

- CADD 1332** Computer-Aided Machine Drafting
CADD 2383 Computer-Aided Pipe Drafting
CADD 2373 Computer-Aided Structural Drafting
CADD 2344 Computer-Aided Arch. Drafting II
CADD 2334 Advanced Computer-Aided Drafting

Total Semester Hours—30

*ENGR 1304 and COSC 1307 are required courses. CADD 2322 may be substituted for any one of the other drafting courses.

(Certificate of Proficiency in General Drafting)

Semester I

- ENGR 1304*** Engineering Design Graphics I
CADD 1321* Illustration Drafting
CADD 1331* Intro to Computer-Aided Drafting
CADD 1362 Computer-Aided Electronics Drafting
CADD 2343 Computer-Aided Arch. Drafting I

Semester II

- ENGR 1305** Engineering Design Graphics II
CADD 1332* Computer-Aided Machine Drafting
CADD 2383 Computer-Aided Pipe Drafting
CADD 2373 Computer-Aided Structural Drafting
CADD 2334 Advanced Computer-Aided Drafting

Total Semester Hours—30

*ENGR 1304, CADD 1321, 1331 and 1332 are required core courses. CADD 2344, 2324, 2354 and/or 2384 may be substituted for any other drafting course(s).

Computer Science Applications Programming*

First Year

Semester I

- COSC 1307** Computer Literacy
 or
COSC 1375 Business Applications
COSC 1379 Telecommunications
COSC 1377 Introduction to Computer Prog. Logic
COSC 1371 Computer Operating Systems I (DOS)
TMTH 1301 Applied Mathematics or higher

Semester II

- COSC 1318** Computer Programming: PASCAL
COSC 1332 Computer Programming: COBOL
COSC 2390 Systems Analysis
COSC 1362 Operating Systems II (UNIX)
BUSI 1371 Elementary Accounting I**
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

- Computer Programming Language Elective
COSC 1394 Operations
 Free Elective
ENGL 1301 Composition and Rhetoric
BUSI 1372** Elementary Accounting II
SPCH 1321 Business and Professional Speaking
 or **SPCH 1311**

Semester IV

- Computer Programming Language Elective
COSC 2373 Current Computer Science Topics
COSC 2374 Capstone
ENGL 2311 Technical Report Writing
 or
ENGL 1302 Composition and Rhetoric
MGMT 2350 Ethics in Business & Management
Social or Behavioral Science Elective

Total Semester Hours—67

*ACCT 2401 may replace both BUSI 1371 and BUSI 1372. See program advisor.

COSC 1375 is a prerequisite to ACCT 2401.

Computer Science Electives: COSC 1332, 1373, 1375, 1376, 1378, 1320, 1363, 1319, 1316, 2370, 2332, 2317, 2375, 2371, 2372, Special Topics (COSC 1360, 1361, 2360, 2361.)

*Pending approval from the Texas Higher Education Coordinating Board.

Computer Science Applications Programming*

(Certificate of Proficiency in Microcomputer Applications)

First 8 Weeks

- COSC 1307** Computer Literacy (16 weeks)
- COSC 1370** DOS/Data Entry
- COSC 1373** Management Computer Use

Second 8 Weeks

- COSC 1371** Operating Systems I (DOS)
- COSC 1372** Data Entry II

Total Semester Hours—15

(Certificate of Proficiency in Computer Science Operations)

Semester I

First 8 Weeks

- COSC 1307** Computer Literacy (16 weeks)
- COSC 1370** DOS/Data Entry
- COSC 1373** Management Computer Use

Second 8 Weeks

- COSC 1372** Data Entry II
- COSC 1371** Computer Operating Systems I (DOS)

Semester II

- BUSI 1371** Elementary Accounting I
- COSC 1377** Introduction to Computer Programming Logic
- COSC 1379** Telecommunications
- COSC 1362** Operating Systems II (UNIX)
- COSC 1394** Operations

*Pending approval from the Texas Higher Education Coordinating Board.

Total Semester Hours—30

Criminal Justice Curriculum

(Core Curriculum)

Semester I

- ENGL 1301** Composition and Rhetoric
- HIST 1301** History of the United States
- CRIJ 1301*** Introduction to Criminal Justice
- CRIJ 2328*** Police Systems and Practices
- CRIJ 1307*** Crime in America
- PHED 1101** Physical Fitness and Health Concepts

Semester II

- ENGL 1302** Composition and Rhetoric
- HIST 1302** History of the United States
- SPCH 1321** Business and Professional Speaking
- CRIJ 1306*** The Courts and Criminal Procedure
- CRIJ 1310*** Fundamentals of Criminal Law
- CRIJ 2334** Texas Peace Office Procedures

(Law Enforcement Option)

Second Year

Semester III

- GOVT 2302** American Government
- TMTH 1301** Applied Mathematics or higher math
- PSYC 2301** Introductory Psychology
- CRIJ 2314*** Criminal Investigation
- CRIJ 2323*** Legal Aspects of Law Enforcement
- CRIJ 2333** Texas Peace Officer Law

Semester IV

- GOVT 2301** American State Government
- SOCI 1306** Social Problems
- CRIJ 2335*** Texas Peace Officer Skills
- CRIJ 2337** Criminal Justice Internship
or
Criminal Justice Elective
- CRIJ 2336** Criminalistics
- COSC 1306** Introduction to Computers

Criminal Justice Electives: CRIJ 1321, 1322, 1320, 2313, 2331, 2301, 2316; SOCI 2336.

Total Semester Hours—70

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(Corrections Option)

Second Year

Semester III

GOVT 2302 American Government
TMTH 1301 Applied Mathematics or higher math
PSYC 2301 Introductory Psychology
CRIJ 2314* Criminal Investigation
CRIJ 2323 Legal Aspects of Law Enforcement
CRIJ 1320 Police Role in Crime & Del.

Semester IV

GOVT 2301 American State Government
SOCI 1306 Social Problems
CRIJ 2313* Correctional Systems and Practice
CRIJ 2301* Community Resources in Corrections
CRIJ 2337 Criminal Justice Internship
or
CRIJ Elective
COSC 1306 Introduction to Computers

Total Semester Hours—70

*Core Curriculum required for Law Enforcement Officer by Texas Commission on Law Enforcement Officer Standards and Education.

Criminal Justice Electives: **CRIJ 1321, 1320, 2313, 2331, 2301; SOCI 2236.**

Dental Hygiene Curriculum

First Year

Summer Session I

PHED 1101 Physical Fitness and Health Concepts
BIOL 2410 Anatomy and Physiology

Summer Session II

BIOL 2402 Anatomy and Physiology
DENH 2201 Introduction to Dental Hygiene

Semester I

DENH 1411 Dental Hygiene Radiography
DENH 1312 Oral Anatomy and Physiology
DENH 1413 Dental Hygiene Clinic I
DENH 1314 Oral Histology and Embryology
BIOL 2420 Microbiology

Semester II

DENH 1221 Dental Materials
DENH 1222 Pathology
DENH 1223 Oral Pathology
DENH 1324 Dental Hygiene Clinic II
CHEM 1305 Elementary Chemistry
ENGL 1301 Composition and Rhetoric

Second Year

Summer Session

SOCI Elective
ENGL 1302 Composition and Rhetoric

Semester III

DENH 2231 Pharmacology
DENH 2232 Clinical Nutrition
DENH 2334 Community Dental Health I
DENH 2333 Dental Hygiene Clinic III
PSYC Elective

Semester IV

DENH 2242 Periodontology
DENH 2141 Seminar
DENH 2343 Dental Hygiene Clinic IV
DENH 2344 Community Dental Health II
COSC 1306 Introduction to Computers

Total Semester Hours—75

Diagnostic Medical Sonography Curriculum

Semester I (16 weeks)

- DMST 1301** Sonography Physics
- DMST 1302** Ultrasound Anatomy and Pathology I
- DMST 1303** Abdominal Ultrasound
- DMST 1304** Ultrasound Technology Practicum I

Semester III (16 weeks)

- DMST 1331** Special Studies in Ultrasound
- DMST 1332** Departmental/Ultrasound Administration
- DMST 1333** Ultrasound Principles and Techniques II
- DMST 1334** Ultrasound Practicum III

Semester II (16 weeks)

- DMST 1320** Ultrasound Principles and Techniques
- DMST 1321** Ultrasound Anatomy and Pathology II
- DMST 1322** Obstetrics and Gynecology Ultrasound
- DMST 1323** Ultrasound Technology Practicum II

Total Semester Hours—36

Drafting

(See Computer-Aided Drafting)

Electronics Technology Curriculum

(Also see Microcomputer and Electronic Servicing)

First Year

Semester I

- ELTE 1311** DC and AC Circuit Analysis
- ELTE 1321** Digital Logic Circuit Analysis
- ELTE 1351** Electronic Design and Fabrication
- ENGL 1301** Composition and Rhetoric
- TMTH 1301** Applied Mathematics or Higher Level Algebra
- PHED 1101** Physical Fitness and Health Concepts

Semester II

- ELTE 1312** Semiconductor and Microelectronic Devices
- ELTE 1322** Digital Systems and Microprocessors
- ELTE 1332** Assembly Language Programming for Microprocessors
- ELTE 1342** Industrial Electronics and Process Control
- ENGL 2311** Technical Report Writing
- TMTH 1302** Applied Trigonometry or Higher Level Trigonometry

Second Year

Semester III

- ELTE 2333** Microprocessor System Architecture
- ELTE 2343** Industrial Automation
- ELTE 2313** Electronic Communications
- COSC 1320** Computer Programming: C
- CADD 2363** Drafting for Electronics Technicians
- MGMT 2321** Ethics in Business and Management

Semester IV

- ELTE 2334** Microprocessor Interfacing
- ELTE 2344** Industrial Robotics
- ELTE 2314** Telecommunications
- PHYS 1305** Physics Problems
- PHYS 1105** Physics Problems Laboratory
- SPCH 1321** Business and Professional Speaking
- Elective** Social/Behavioral Science

Total Semester Hours—71

Emergency Medical Technology Curriculum

(Paramedic Option)

First Year

Semester I

- EMMT 1110** Clinical Practice I
- EMMT 1410** Emergency Medical Procedures I
- MEDR 1301** Medical Terminology
- CHEM 1305** Elementary Chemistry
- BIOL 2401** Anatomy and Physiology
- PHED 1101** Physical Fitness and Health Concepts

Semester II

- EMMT 1120** Clinical Practice II
- EMMT 1320** Mathematics for EMT
- EMMT 1420** Emergency Medical Procedures II
- BIOL 2402** Anatomy and Physiology
- ENGL 1301** Composition and Rhetoric

Second Year

Semester III

- EMMT 2210** Clinical Practice III
- EMMT 2410** Emergency Medical Procedures III
- PSYC 2301** Introductory Psychology
- SPCH 1321** Business and Professional Speaking
- MGMT 1301** Principles of Management

Semester IV

- EMMT 2220** Clinical Practice IV
- EMMT 2420** Emergency Medical Procedures IV
- COSC 1307** Computer Literacy
- SOCI 2270** Medical Sociology
- Elective*

Total Semester Hours—61

NOTE: All EMMT courses must be taken in sequential order.

*Conversational Spanish, SPAN 1311, is a suggested elective. In selected cases, EMMT 2320 and 2411 may be approved as an elective.

(EMMT Certificates of Completion Programs)

Basic Program

- EMMT 1110** Clinical Practice I
- EMMT 1410** Emergency Medical Procedures I

After successfully completing these courses, students are eligible to take the state examination for certification as an Emergency Medical Technician by the Texas Department of Health Resources.

Total Semester Hours—5

EMMT Intermediate Program

- EMMT 1110** Clinical Practice I
- EMMT 1410** Emergency Medical Procedures I
- EMMT 1120** Clinical Practice II
- EMMT 1420** Emergency Medical Procedures II

After successfully completing these courses, students are eligible to take the state examination for certification as a Specially Skilled Emergency Medical Technician-Intermediate by the Texas Department of Health Resources.

Total Semester Hours—10

Farm and Ranch Management Curriculum

First Year

Semester I

- ENGL 1301*** Composition and Rhetoric
FRMG 1301 Principles of Soil Management
FRMG 1303 Farm Buildings and Construction
FRMG 1321 Agri Economics and Finance
FRMG 2323 Principles of Agriculture Marketing

Semester II

- ENGL 2311*** Technical Report Writing
FRMG 1302 Principles of Animal Husbandry
FRMG 1322 Farm Power Machinery
FRMG 1323 Principles of Feed Production
 Computer Science Elective
PHED 1101 Physical Fitness and Health Concepts

Summer Session I

- FRMG 1601** Ranch Training On-The-Job

Second Year

Semester III

- TMTH 1301*** Applied Mathematics II
Social/Behavioral Science Elective
FRMG 2310 Livestock Rations
FRMG 2410 Farm Shop
FRMG 2320 Animal Health

Semester IV

- SPCH 1321** Business and Professional Speaking
FRMG 2321 Farm and Ranch Records
FRMG 2322 Principles of Beef Cattle Production
FRMG 2324 Principles of Livestock Reproduction
FRMG 2325 Farm Shop II

Total Semester Hours—4

*Student placement in mathematics and English classes is based upon the results of tests and subjects completed.

Fire Protection Curriculum

First Year

Semester I

- FIRE 1311** Fundamentals of Fire Protection
FIRE 1312 Industrial Fire Protection I
FIRE 1309 Fire Science Chemistry I
ENGL 1301 Composition and Rhetoric
TMTH 1301* Applied Mathematics

Semester II

- FIRE 1323** Fire Protection Systems
FIRE 1324 Fire Prevention
FIRE 1322 Industrial Fire Protection II
FIRE 1329 Fire Science Chemistry II
SPCH 1321 Business and Professional Speaking
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

- FIRE 2311** Fire Administration I
FIRE 2312 Building Codes and Construction
FIRE 2313 Fire and Arson Investigation
ENGL 2311 Technical Report Writing
GOVT 2301 American State Government
Behavioral or Social Science Elective

Semester IV

- FIRE 2314** Hazardous Materials I
FIRE 2321 Fire Administration II
FIRE 2315 Fire Fighting Tactics and Strategy
FIRE 2323 Arson Investigation II
COSC 1307 Computer Literacy
 or
COSC 1326 Microcomputers

Total Semester Hours—4

*Student placement in mathematics classes is based upon the results of tests and subjects completed before admission.

Fire Science Electives: FIRE 1316, 1315, 1318, 1319, 1317, 1310, 2324 and CRIJ

Suggested Electives: History, Government, Sociology, Economics and Geology.

Graphic Arts/Photography Curriculum

(Photography Option)

First Year

Semester I

- GRAA 1301** Basic Photography
- GRAA 1302** Basic Graphics
- GRAA** Elective
- ENGL 1301** Composition and Rhetoric
- TMTH 1301** Applied Mathematics

Semester II

- GRAA 1321** Advanced Photography
- GRAA 2321** Portrait Photography
- GRAA** Elective
- ENGL 2311** Technical Report Writing
- Academic Elective
- PHED 1101** Physical Fitness and Health Concepts

Second Year

Semester III

- GRAA 2301** Commercial Photography I
- GRAA 2303** Color Photography I
- GRAA** Elective
- SPCH 1321** Business and Professional Speaking
- Academic Elective

Semester IV

- GRAA 2324** Color Photography II
- GRAA 2325** Commercial Photography II
- GRAA** Elective
- Elective** (Social/Behavioral Science)
- Elective** (Any 3 credit hour course)

Total Semester Hours—61

Graphic Arts/Photography Electives: Any GRAA course not required.

Academic Electives: Any 3-hour academic course not required.

(Designated Photography Certificate)

First Year

Semester I

- GRAA 1301** Basic Photography
- GRAA 1302** Basic Graphics
- GRAA** Elective

Semester II

- GRAA 1321** Advanced Photography
- GRAA 2321** Portrait Photography
- GRAA** Elective

Second Year

Semester III

- GRAA 2301** Commercial Photography I
- GRAA 2303** Color Photography I
- GRAA** Elective

Semester IV

- GRAA 2324** Color Photography II
- GRAA 2325** Commercial Photography II
- GRAA** Elective
- MGMT 1302** Human Relations

Total Semester Hours—39

Graphic Arts/Photography Electives: Any GRAA course not required.

Graphic Arts/Photography Curriculum

(Graphic Arts Option)

First Year

Semester I

- GRAA 1301** Basic Photography
- GRAA 1302** Basic Graphics
- GRAA 2302** Photographic Reproduction
- ENGL 1301** Composition and Rhetoric
- TMTH 1301** Applied Mathematics

Semester II

- GRAA 1321** Advanced Photography
- GRAA 1322** Graphic Reproduction and Design
- GRAA 1310** Computer Typesetting
- ENGL 2311** Technical Report Writing
- Academic Elective
- PHED 1101** Physical Fitness and Health Concepts

Second Year

Semester III

- GRAA 2303** Color Photography I
- GRAA 2322** Graphic Reproduction
- GRAA** Elective
- SPCH 1321** Business and Professional Speaking
- Academic Elective

Semester IV

- GRAA 2323** Commercial Advertising Techniques
- GRAA** Elective
- GRAA** Elective
- Elective** (Social/Behavioral Science)
- Elective** (Any 3 credit hour course)

Total Semester Hours--

Graphic Arts/Photography Electives: Any GRAA course not required.

Academic Electives: Any 3-hour academic course not required.

(Designated Graphic Arts Certificate)

First Year

Semester I

- GRAA 1301** Basic Photography
- GRAA 1302** Basic Graphics
- GRAA 2302** Photographic Reproduction

Semester II

- GRAA 1321** Advanced Photography
- GRAA 1322** Graphic Reproduction and Design
- GRAA 1310** Computer Typesetting

Second Year

Semester III

- GRAA 2303** Color Photography I
- GRAA 2322** Graphic Reproduction
- GRAA** Elective

Semester IV

- GRAA 2323** Commercial Advertising Techniques
- GRAA** Elective
- GRAA** Elective

Total Semester Hours--

Graphic Arts/Photography Electives: Any GRAA course not required.

(Commercial Art Option)

First Year

Semester I

- GRAA 1301** Basic Photography
- GRAA 1302** Basic Graphics
- GRAA 2302** Photographic Reproduction
- ARTS 1311** Design I
- ENGL 1301** Composition and Rhetoric

Semester II

- GRAA 1310** Computer Typesetting
- GRAA 1321** Advanced Photography
- GRAA 1322** Graphic Reproduction and Design
- ARTS 1316** Drawing I
- ENGL 2311** Technical Report Writing
- PHED 1101** Physical Fitness and Health Concepts

Second Year

Semester III

- GRAA 1307** Airbrush Techniques
- GRAA 2301** Commercial Photography I
- GRAA** Elective
- TMTH 1301** Applied Mathematics
- SPCH 1321** Business and Professional Speaking

Semester IV

- GRAA 2323** Commercial Advertising Techniques
- GRAA** Elective
- GRAA** Elective
- Elective** (Social/Behavioral Science)
- Elective** (Any 3 credit hour course)

Total Semester Hours—61

Graphic Arts/Photography Electives: Any GRAA course not required.

Academic Electives: Any 3-hour academic course not required.

(Designated Commercial Art Certificate)

First Year

Semester I

- GRAA 1301** Basic Photography
- GRAA 1302** Basic Graphics
- ARTS 1311** Design I

Semester II

- GRAA 1321** Advanced Photography
- GRAA 1322** Graphic Reproduction and Design
- ARTS 1316** Drawing I

Second Year

Semester III

- GRAA 1307** Airbrush Techniques
- GRAA 2301** Commercial Photography I
- GRAA** Elective

Semester IV

- GRAA 2323** Commercial Advertising Techniques
- GRAA** Elective
- GRAA** Elective
- Elective** (Any 3 credit hour course)

Total Semester Hours—39

Graphic Arts/Photography Electives: Any GRAA course not required.

*Pending approval from the Texas Higher Education Coordinating Board.

Industrial and Commercial Maintenance Curriculum

First Year

Semester I

INCM 1201 Industrial Blueprint Reading
INCM 1302 Industrial Safety and Hygiene
ELEC 1371 Industrial Electricity/Electronics
COSC 1307 Computer Literacy
ENGL 1301 Composition and Rhetoric
TMTH 1301 Applied Mathematics

Semester II

INCM 1303 Industrial and Commercial Plumbing
WELD 1421 Survey of Industrial Welding
ELEC 1371 Industrial Power Applications
Elective (Behavioral/Social Science)
AIRC 1300 Introduction to Air Conditioning and Refrigeration

Second Year

Semester III

AIRC 1323 Automatic Controls I
ELEC 2370 Industrial Instrumentation and Motor Controls
INCM 2301 Hydraulics and Pneumatics
Approved Elective
Elective

Semester IV

INCM 2303 Motor Maintenance and Repair
INCM 2304 Industrial Mechanics
Approved Elective
SPCH 1321 Business and Professional Speaking
PHED 1101 Physical Fitness and Health Concepts
Approved Elective

Total Semester Hours—64

*(Designated Industrial and Commercial Maintenance Certificate)**

First Year

Semester I

INCM 1301 Industrial Blueprint Reading
INCM 1302 Industrial Safety and Hygiene
ELEC 1370 Industrial Electricity/Electronics
TMTH 1301 Applied Mathematics

Semester II

INCM 1303 Industrial and Commercial Plumbing
WELD 1421 Survey of Industrial Welding
ELEC 1371 Industrial Power Applications

Second Year

Semester III

AIRC 1323 Automatic Controls I
ELEC 2370 Industrial Instrumentation and Motor Controls
INCM 2301 Hydraulics and Pneumatics
COSC 1307 Computer Literacy

Semester IV

INCM 2303 Motor Maintenance and Repair
INCM 2304 Industrial Mechanics
AIRC 1300 Introduction to Air Conditioning and Refrigeration

Total Semester Hours—42

Industrial Management Curriculum*

First Year

Semester I

BUSI 1301 Introduction to Business
COSC 1370 Business Computer Applications
ENGL 1301 Composition and Rhetoric
MGMT 1301 Principles of Management
TMT 1301 Applied Mathematics

Semester II

BUSI 1321 Elementary Accounting I
ENGL 2311 Technical Report Writing
MGMT 1312 Principles of Marketing
MGMT 1302 Human Relations in Management
Free Elective
PHED 1101 Physical Fitness and Health Concepts

The first year curriculum in this program is common to the Business Management, Industrial Management and Merchandising Management curricula.

Second Year

Semester III

BUSI 2340 Business Law
SPCH 1321 Business and Professional Speaking
INCM 1302 Industrial Safety and Hygiene
MGMT 2380 Management Development Seminar I
MGMT 2331 Industrial Management
Approved Elective

Semester IV

ECON 2302 Economic Problems
MGMT 2350 Ethics in Business and Management
MGMT 2332 Production & Materials Management
MGMT 2351 Operations Management & Purchasing
BUSI 2350 Current Issues in Business
Approved Elective

Total Semester Hours—67

Suggested Electives: BUSI 2321, COSC 1323, MATH 1371, MGMT 2322, 2321, 2381, 2385, OFFT 2338, SPAN 1300

**Pending approval from the Texas Higher Education Coordinating Board.*

(Industrial Management Certificate)

First Year

Semester I

MGMT 1301 Principles of Management
MGMT 2332 Industrial Management
COSC 1373 Business Computer Applications

Semester II

MGMT 1302 Human Relations in Management
MGMT 2350 Ethics in Business and Management
MGMT 2332 Production & Materials Management

Total Semester Hours—18



"New technologies are rapidly changing traditional ways of processing information. The electronic library and networking systems of the future edge closer to reality each day. Information and communication systems designed to meet the changing technological needs of today's libraries create an interesting and challenging environment in which to work."

Ann Williams

*Assistant Librarian, Technical Services
B.A., M.L.S., Sam Houston
State University*

What We Offer 55

Legal Assistant Curriculum

First Year

Semester I

COSC 1307 Computer Literacy
or **COSC 1370** Business Computer Applications
ENGL 1301 Composition and Rhetoric
GOVT 2302 American Government
LEGL 1101 Legal Ethics
LEGL 1311 Introduction to the Legal System
OFFT 2316 Word Processing

Semester II

ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
GOVT 2301 American State Government
PHED 1101 Physical Fitness and Health Concepts
LEGL 1325 Legal Research
LEGL 2322 Corporate and Commercial Law
or
BUSI 2301 Business Law
TMTH 1301 Applied Mathematics
or higher Math

Second Year

Semester III

BUSI 1311 Elementary Accounting I
or
BUSI 2401 Principles of Accounting
LEGL 1320 Legal Writing
LEGL 2315 Constitutional Law
LEGL 2320 Litigation
PSYC 2301 Introduction to Psychology
Approved Elective in LEGL (3 hours)

Semester IV

LEGL 1321 Legal Interview and Human Relations
LEGL 2321 Law Office Management
and Procedures
LEGL 2318 Internship
or
Approved Elective in LEGL (3 hours)
Elective
SPCH 1321 Business and Professional Speaking

Total Semester Hours—65

Suggested Electives: LEGL 1329, 2317, 2313, 2301, 2310, 2316, 2322, 2314, 2319.

Medical Laboratory Technician Curriculum

First Year

Semester I

CHEM 1411 General Chemistry
ENGL 1301* Composition and Rhetoric
MELT 1301 Basic for Allied Health Service
BIOL 2420 Microbiology
PHED 1101 Physical Fitness and Health Concepts

Semester II

TMTH 1301 Applied Mathematics or Higher Math
MELT 1321 Clinical Microbiology
BIOL 2401 Anatomy and Physiology
MELT 1322 Special Clinical Microbiology
CHEM 1412 General Chemistry
Summer Session II
MELT 1331 Clinical Practice I
Psychology/Sociology Elective

Second Year

Semester III

BIOL 2402 Anatomy and Physiology
MELT 2301 Medical Laboratory Techniques I
MELT 2302 Clinical Chemistry
MELT 2321 Medical Laboratory Techniques II
ENGL 1302 Composition and Rhetoric
or
ENGL 2311 Technical Report Writing

Semester IV

MELT 2621 Clinical Practice II
MELT 2622 Clinical Practice III
Summer Session I
MELT 2631 Clinical Practice IV

Total Semester Hours—72

**Student placement in English and mathematics classes is based upon results of tests and subjects completed before admission.*

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Medical Office Management Curriculum

(Certificate of Proficiency)

Semester I

MOMG 1301 Medical Terminology
MOMG 1302 Medical Office Procedures I
BUSI 1311 Elementary Accounting I
MGMT 1302 Human Relations
OFFT 1314 Business English
COSC 1307 Computer Literacy

Semester II

MOMG 1322 Medical Office Procedures II
MOMG 1321 Medical Terminology and Transcription
OFFT 2316 Word Processing
OFFT 2327 Administrative Office Management
OFFT 1313 Business Math/Calculators
OFFT 1322 Business Communications

Total Semester Hours—36

Medical Record Technology

(Health Information Technology)

First Year

Semester I

ENGL 1301 Composition and Rhetoric
OFFT 1325 Intermediate Typing
MEDR 1301 Medical Terminology I
MEDR 1300 Introduction to Medical Record Science
COSC 1307 Computer Literacy
PHED 1101 Physical Fitness and Health Concepts

Semester II

ENGL 2311 Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
MEDR 1201 Directed Practice I
MEDR 1321 Medical Terminology II
MEDR 1322 Human Relations and
Personnel Problems
MEDR 1323 Medical Record Science and Ethics
MEDR 1324 Health Care Statistics

Second Year

Semester III

BIOL 2401 Anatomy and Physiology
MEDR 2201 Directed Practice II
MEDR 2301 Medical Transcription
MEDR 2302 Legal Aspects of Medical Records
SPCH 1321 Business and Professional Speaking

Semester IV

BIOL 2402 Anatomy and Physiology
MEDR 2221 Directed Practice III
MEDR 2321 Medical Records Coding
MEDR 2322 Management in Health Care
Elective (Social/Behavioral Science)

Total Semester Hours—63

(Designated Medical Record Certificate—Medical Transcriptionist)

Summer Semester

COSC 1307 Computer Literacy
ENGL 1301 Composition and Rhetoric

First Year

Semester I

MEDR 1301 Medical Terminology I
MEDR 1300 Introduction to Medical Record Science
MEDR 2301 Medical Transcription
BIOL 2401 Anatomy and Physiology
OFFT 1325 Intermediate Typing

Semester II

MEDR 1201 Directed Practice I
MEDR 1321 Medical Terminology II
MEDR 1323 Medical Record Science and Ethics
MEDR 2321 Medical Records Coding
BIOL 2402 Anatomy and Physiology

Total Semester Hours—37

Merchandising Management Curriculum*

First Year

Semester I

BUSI 1301 Introduction to Business
COSC 1370 Business Computer Applications
ENGL 1301 Composition and Rhetoric
MGMT 1301 Principles of Management
TMTH 1301 Applied Mathematics

Semester II

BUSI 1321 Elementary Accounting I
ENGL 2311 Technical Report Writing
MGMT 1312 Principles of Marketing
MGMT 1302 Human Relations in Management
Free Elective
PHED 1101 Physical Fitness and Health Concepts

The first year curriculum in this program is common to the Business Management, Industrial Management and Merchandising Management curricula.

Second Year

Semester III

BUSI 2340 Business Law
MCHD 2321 Merchandise Management & Buying
MGMT 2321 Customer Relations and Sales
SPCH 1321 Business and Professional Speaking
MCHD 2380 Management Development Seminar I
Approved Elective

Semester IV

ECON 2302 Economic Problems
MGMT 2350 Ethics in Business and Management
MCHD 2322 Facility Design & Merch. Presentation
GRAA 1302 Basic Graphics
BUSI 2350 Current Issues in Business
Approved Elective

Total Semester Hours—67

Suggested Electives: BUSI 2321; COSC 2344; INCM 1301; GRAA 1308, 1328; MCHD 2381, 2385, 2386; MGMT 2322; SPAN 1300.

(Merchandising Management Certificate)

First Year

Semester I

MGMT 1301 Principles of Management
MCHD 2321 Merchandise Management & Buying
MGMT 1312 Principles of Marketing

Semester II

MCHD 2322 Facility Design & Merch. Presentation
MGMT 2321 Customer Relations and Sales
GRAA 1302 Basic Graphics

Total Semester Hours—48

*Pending approval from the Texas Higher Education Coordinating Board.

Microcomputer and Electronics Servicing Curriculum

(Also see *Electronics Technology*)

(Certificate of Proficiency)

First 8 Weeks

- MCRO 1211** DC and AC Circuits
- MCRO 1221** Digital Logic Circuits
- MCRO 1231** Microcomputer Hardware
- MCRO 1241** Operating Systems and Diagnostic Software

Second 8 Weeks

- MCRO 1212** Semiconductor Circuits
- MCRO 1222** Microprocessor Circuits
- MCRO 1232** Microcomputer Peripherals
- MCRO 1242** Applications Software

Third 8 Weeks

- MCRO 1213** Audio and Video Circuits
- MCRO 1233** Microcomputer Systems and Networks
- MCRO 1243** Power Supply Circuits
- MCRO 1253** Electronic Security Systems

Fourth 8 Weeks

- MCRO 1214** Home Entertainment Equipment
- MCRO 1234** Electronic Office Automation Equipment
- MCRO 1244** Paging and Two-way Communications Equipment
- MCRO 1274** Video, Amusement and Vending Equipment

Total Semester Hours—32

Nursing, Associate Degree (ADN) Curriculum

First Year

Summer Session II

- ENGL 1301** Composition and Rhetoric
- PSYC 2301** Introduction to Psychology

Semester II

- NURS 1901** Nursing II
- BIOL 2402*** Anatomy and Physiology
- SOCI 1301** Introduction to Sociology

Semester I

- NURS 1201** Special Topics
- NURS 1701** Nursing I
- BIOL 2401*** Anatomy and Physiology
- PHED 1101** Physical Fitness and Health Concepts

Summer Session I

- ENGL 1302** Composition and Rhetoric
- PSYC 2308** Child Growth and Development

Second Year

Semester III

- NURS 2501** Nursing III (8 weeks)
- NURS 2502** Nursing IV (8 weeks)
- BIOL 2420*** Microbiology

Semester IV

- NURS 2503** Nursing V (8 weeks)
- NURS 2504** Nursing VI (8 weeks)
- Free Elective* (3 semester hours)

Total Semester Hours—69

Non-nursing courses may be taken prior to placement in the ADN program. All science courses and PSYC 2308 must have been completed within seven years of the time required in the curriculum or must be repeated.

*Must be taken concurrently with nursing courses scheduled if no previous credit with grade of "C" or better.

All other first year courses must be completed with a "C" or better before progressing to the second year. Exceptions must be approved in writing by the program director.

ADN-LVN Transition Curriculum

First Year

Prerequisites to Second Year

- ENGL 1301** Composition and Rhetoric
ENGL 1302 Composition and Rhetoric
PSYC 2301 Introduction to Psychology
PSYC 2308 Child Growth and Development
SOCI 1301 Introduction to Sociology
PHED 1101 Physical Fitness and Health Concepts

Prerequisites to NURS 1501

- BIOL 2401** Anatomy and Physiology
BIOL 2402 Anatomy and Physiology

Semester I, II or Summer Session

- NURS 1501** LVN Transition

Second Year

See Semesters III and IV of traditional curriculum.

Total Semester Hours—46

All first year courses must be completed with a "C" or better before progressing to the second year. Exceptions must be approved in writing by the program director.

All science courses and PSCH 2308 must have been completed within seven years of the time required in the curriculum or must be repeated.

Nursing, Critical Care

(Certificate of Proficiency)

(16 Weeks)

- | | |
|---|--|
| CCRN 2201 Orientation to Critical Care Nursing | CCRN 2203 Neurological Pathology & Management |
| CCRN 2401 Cardiovascular/EKG Critical Care | CCRN 2104 Gastrointestinal Pathology & Mangmt. |
| CCRN 2107 Clinical Practicum | CCRN 2105 Renal and Endocrine Systems |
| CCRN 2102 Computer Application | CCRN 2106 Psychosocial & Ethical Considerations |
| CCRN 2103 Seminar | CCRN 2107 Hematologic Functions |
| CCRN 2202 Pulmonary Pathology & Management | |

Total Semester Hours—17

Nursing, Vocational (VNE) Curriculum

Semester I (16 weeks)

- VOCN 1301** Health Maintenance
VOCN 1401 Science for VNE
VOCN 1402 Med/Surg Nursing I
VOCN 1601 Essentials of Nursing

Semester II (18 weeks)

- VOCN 1321** Nursing Care of Children
VOCN 1322 Maternity Nursing
VOCN 1821 Med/Surg Nursing II

Summer Session (14 weeks)

- VOCN 1731** Long Term Care Nursing
VOCN 1732 Community Health Nursing

Total Semester Hours—45

(Evening Curriculum)

Summer Session (14 weeks)

- VOCN 1301** Health Maintenance
VOCN 1302 Med/Surg I (evening)
VOCN 1401 Science
VOCN 1602 Essentials

Fall (16 weeks)

- VOCN 1621** Med/Surg II (evening)
VOCN 1622 Med/Surg III (evening)

Spring (16 weeks)

- VOCN 1331** Maternity Nursing (evening)
VOCN 1332 Pediatric Nursing (evening)
VOCN 1631 Med/Surg IV (evening)

Summer Session (14 weeks)

- VOCN 1441** Long Term Care (evening)
VOCN 1442 Community Health Nsg. (evening)

Total Semester Hours—48

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Office Technology Curriculum

(Core Curriculum)

First Year

Semester I

- BUSI 1311** Elementary Accounting
- OFFT 1312** Office Procedures
- OFFT 1313** Business Math/Calculator
- OFFT 1314** Business English
- OFFT 1325** Intermediate Typing
- PHED 1101** Physical Fitness and Health Concepts

Semester II

- BUSI 1321** Elementary Accounting
- COSC 1326** Lotus 1-2-3
- OFFT 1321** Machine Transcription
- OFFT 1322** Business Communications
- OFFT 2316** Word Processing
- OFFT 2312** Advanced Office Procedures

(Administrative Assistant Option)

Second Year

Semester III

- BUSI 2301** Business Law
- ENGL 1301** Composition and Rhetoric
- TMTH 1301** Applied Mathematics
- OFFT 2326** Word Processing
- OFFT 2318** Special Topics (Speedwriting)
or **OFFT 2311** Specialized Software
- PSYC 2301** Introductory Psychology

Semester IV

- ECON 2301** Principles of Economics
- ENGL 2311** Technical Report Writing
or **ENGL 1302** Composition and Rhetoric
- OFFT 2329** Internship or Approved Elective*
- OFFT 2327** Administrative Office Management
- SPCH 1321** Business and Professional Speaking

Total Semester Hours—67

*Approved Electives: OFFT 1211, 1315, 1316, 1326, 2317, 2328, 2338, SPAN 1411.

(Legal Option)

Second Year

Semester III

- LEGL 1311** Introduction to Legal System
- ENGL 1301** Composition and Rhetoric
- TMTH 1301** Applied Mathematics
- OFFT 2326** Word Processing
- GOVT 2301** American and State Government
- PSYC 2301** Introductory Psychology

Semester IV

- LEGL 2322** Corporation and Commercial Law
- ENGL 2311** Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
- OFFT 2329** Internship or Approved Elective*
- LEGL 2321** Law Office Management & Procedures
- OFFT 1323** Legal Transcription
- SPCH 1321** Business and Professional Speaking

Total Semester Hours—70

*Approved Electives: SPAN 1411; OFFT 2338, 2328, 1211, 1315, 1316, 1326, 2317.

(Medical Option)

Second Year

Semester III

- MOMG 1301** Medical Terminology
- MOMG 1302** Medical Office Procedures
- ENGL 1301** Composition and Rhetoric
- TMTH 1301** Applied Mathematics
- OFFT 2326** Word Processing
- PSYC 2301** Introductory Psychology

Semester IV

- MOMG 1322** Medical Office Procedures II
- MOMG 1321** Medical Terminology & Transcription
- ENGL 2311** Technical Report Writing
or
ENGL 1302 Composition and Rhetoric
- OFFT 2329** Internship or Approved Elective*
- Social Science Elective**
- SPCH 1321** Business and Professional Speaking

Total Semester Hours—70

*Approved Electives: SPAN 1411; OFFT 1211, 1315, 1326, 2317, 2338, 2328.

Office Technology Curriculum

(Designated Office Technology Certificate)

Semester I

BUSI 1311 Elementary Accounting
OFFT 1312 Office Procedures
OFFT 1313 Business Math/Calculator
OFFT 1314 Business English
OFFT 1325 Intermediate Typing
OFFT 2318 Special Topics (Speedwriting)
or **OFFT 2311** Specialized Software

Semester II

BUSI 1321 Elementary Accounting
COSC 1326 Microcomputers
OFFT 1321 Machine Transcription
OFFT 1322 Business Communications
OFFT 2316 Word Processing
OFFT 2312 Advanced Office Procedures

Total Semester Hours—36

Optician Technician Curriculum

First Year

Semester I

OPPT 1401 Ophthalmic Materials and Lab I
OPPT 1601 Ophthalmic Dispensing I
OPPT 1301 Anatomy and Physiology of the Eye
OPPT 1302 Optics I
OPPT 1201 Office Procedures, Ethics and Insurance

Semester II

OPPT 1320 Contact Lenses
OPPT 1321 Seminar
OPPT 1421 Ophthalmic Dispensing II
OPPT 1322 Optics II
OPPT 1323 Ophthalmic Materials and Lab II

Summer Session (6 weeks)

OPPT 1531 Applied Laboratory

Total Semester Hours—39

Ornamental Horticulture Curriculum

First Year

Semester I

ENGL 1301 Composition and Rhetoric
HORT 1301 Landscape Plant Materials
HORT 1321 Herbaceous and Tropical Plants
HORT 2301 Greenhouse Horticulture
TMTH 1301 Applied Mathematics II

Semester II

BUSI 1311 Elementary Accounting I
AGRI 1315 Horticulture
HORT 1322 Floral Design I
HORT 1323 Landscape Maintenance
COSC 1307 Computer Literacy
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

MGMT 1303 Small Business Operations
HORT 2302 Nursery Operation
HORT 2312 Floral Design II
HORT 2313 Greenhouse Crop Production
Social/Behavioral Science Elective
Speech Elective

Semester IV

BIOL 1411 Botany
HORT 2401 Fundamentals of Design
and Landscaping
HORT 2323 Ornamental Crop Production
HORT 2321 Landscape Development
HORT 2322 Horticulture Pest Control
and Chemicals

Total Semester Hours—66

(Designated Landscaping Certificate)

Semester I

- HORT 1301** Landscape Plant Materials
HORT 1321 Herbaceous and Tropical Plants
HORT 2302 Nursery Operation
HORT 2401 Fundamentals of Design

Semester II

- HORT 1323** Landscape Maintenance
HORT 2323 Ornamental Crop Production
HORT 2321 Landscape Development
HORT 2322 Horticulture Pest Control & Chemicals
 Approved Elective*

Summer Session I

- HORT 1309** Seminar/Cooperative Training

Total Semester Hours—31

(Designated Greenhouse Certificate)

Semester I

- HORT 1301** Landscape Plant Materials
HORT 1321 Herbaceous and Tropical Plants
HORT 2301 Greenhouse Horticulture
HORT 2302 Nursery Operation
 Elective

Semester II

- HORT 2313** Greenhouse Crop Production
HORT 2323 Ornamental Crop Production
HORT 2322 Horticulture Pest Controls & Chemicals
 Approved Elective*

Summer Session I

- HORT 1309** Seminar/Cooperative Training

Total Semester Hours—30

*Approved Electives: AGRI 1315; BIOL 1411; BYSI 1301, 2301; COSC 1307; DRFT 1309; HORT 1323, 2321; MGMT 1302, 1303, 2320; SPAN 1300.

Postal Management Curriculum

First Year

Semester I

- ENGL 1301** Composition and Rhetoric
TMTH 1301 Applied Mathematics
MGMT 1301 Principles of Management
PSMG 1301 Introduction to Postal Service
PSMG 1302 Mail Processing

Semester II

- ENGL 2311** Technical Report Writing
SPCH 1321 Business and Professional Speaking
MGMT 2321 Public Relations
PSMG 1321 Postal Customer Service
PSMG 2301 Postal Accounting and Financial Procedures
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

- GOVT 2302** American Government
COSC 1307 Computer Literacy
MGMT 2350 Ethics in Business and Management
PSMG 2302 Training and Employee Development
PSMG 2323 Associate Office Management

Semester IV

- GOVT 2301** American State Government
 Approved Elective
PSMG 2331 Postal Problems and Analysis Seminar or Approved Elective
PSMG 2321 Postal Management and Supervision
PSMG 2322 Employee and Labor Relations

Total Semester Hours—61

Approved Electives: SOCI 1301; BUSI 2340; MGMT 2321; OFFT 1313; Accounting; Typewriting; HIST 1301, 1302; ECON 2301, 2302; ENGL 1302; Computers*; SPAN 1411, 1412.

*A postal internship includes twenty hours of supervised work experience each week, with a one-hour related weekly seminar. Students are limited to only one internship course per semester.

**See program director for advisement.

Postal Management Curriculum

(Designated Postal Management Certificate)

First Year

Semester I

- PSMG 1301** Introduction to the Postal Service
PSMG 1302 Mail Processing
MGMT 1301 Principles of Management

Semester II

- PSMG 2321** Postal Management and Supervision
MGMT 2321 Customer Relations and Sales

Second Year

Semester III

- PSMG 2301** Postal Accounting and Finance Procedures
COSC 1307 Computer Literacy

Semester IV

- PSMG 2322** Employee and Labor Relations
MGMT 2350 Ethics in Business Management
PSMG 2323 Associate Office Management

Total Semester Hours—30

Radiologic Technology Curriculum

First Year

Semester I (16 weeks)

- PHYS 1305** Physics Problems
RADT 1201 Methods of Patient Care
RADT 1301 Radiologic Technology I
RADT 1302 Clinical Education I
BIOL 2401 Anatomy and Physiology

Semester II (XRT courses: 18 wks.)

- PHYS 1307** Physics Problems II
RADT 1321 Radiologic Technology II
RADT 1322 Clinical Education II
PHED 1101 Physical Fitness and Health Concepts
BIOL 2402 Anatomy and Physiology

Summer Session (13 weeks)

- RADT 1601** Clinical Education III
RADT 2224 Pathology

Second Year

Semester III (16 weeks)

- RADT 2101** Clinical Education IV
RADT 2302 Radiologic Technology III
RADT 2301 Radiobiology and Protection
COSC 1376 Lotus 1-2-3
ENGL 1301 Composition and Rhetoric

Semester IV (XRT courses: 18 wks.)

- ENGL 2311**** Technical Report Writing
RADT 2221 Clinical Education V
RADT 2222 Department Administration
RADT 2223 Quality Assurance
RADT 2321 Radiologic Technology IV
Elective Social/Behavioral Science

Summer Session (13 weeks)

- RADT 2601** Clinical Education VI
RADT 2201 Seminar

Total Semester Hours—71

*Student placement in English is based upon the results of tests and subjects completed before admission.

**May substitute ENGL 1302.

Recreation: Tennis Teaching Curriculum

First Year

Semester I

- ENGL 1301 Composition and Rhetoric
- BUSI 1311* Elementary Accounting I
- RECL 1301 Tennis Seminar I
- RECL 1201** Tennis Teaching Lab I
- RECL 1300 Scientific Approach to Tennis Teaching

Semester II

- ENGL 1302 Composition and Rhetoric
- BUSI 1321* Elementary Accounting II
- RECL 1302 Individual Tennis Instruction
- RECL 1202** Tennis Teaching Lab II
- RECL 1303 Tennis Seminar II
- RECL 1304 Fitness and Psycho-Motor Learning in Tennis
- PHED 1101 Physical Fitness and Health Concepts

Summer Session

- RECL 1400 Summer Tennis Experience (Lab)
- or
- RECL 1205 Summer Tennis Experience

Second Year

Semester III

- BUSI 1301 Introduction to Business
- SPCH 1311 Speech
- RECL 2305 Tennis Camp and Club Management
- RECL 2203** Tennis Teaching Lab II
- RECL 2306 Tennis Seminar III
- Social/Behavioral Science Elective

Semester IV

- BUSI 2301 Business Law
- COSC 1307 Computer Literacy
- RECL 2307 Contemporary Concepts in Tennis Instruction
- RECL 2204** Tennis Teaching Lab IV
- RECL 2308 Tennis Seminar IV
- TMTH 1301 Applied Mathematics

Total Semester Hours—70

*ACCT 2401 may be substituted for BUSI 1321 and 2321.

**Must be taken concurrently with a Tennis Seminar.

A math of higher level may be substituted in place of TMTH 1301.

(Certificate of Proficiency)

First Year

Semester I

- RECL 1301 Tennis Seminar I
- RECL 1201 Tennis Teaching Lab I
- RECL 1300 Scientific Approach to Tennis Teaching

Semester II

- RECL 1302 Individual Tennis Instruction
- RECL 1202 Tennis Teaching Lab II
- RECL 1303 Tennis Seminar II
- RECL 1304 Fitness and Psycho-Motor Learning in Tennis

Summer Session

- RECL 1400 Summer Tennis Experience (Lab)
- or
- RECL 1205 Summer Tennis Experience

Second Year

Semester III

- RECL 2305 Tennis Camp & Club Management
- RECL 2203 Tennis Teaching Lab IV
- RECL 2306 Tennis Seminar IV

Semester IV

- RECL 2307 Contemporary Concepts in Tennis
- RECL 2204 Tennis Teaching Lab IV
- RECL 2308 Tennis Seminar IV

Total Semester Hours—39

Respiratory Therapy Technology Curriculum (Cardiopulmonary Technology) (Certification Option)

Semester I

- RESC 1210** Cardiopulmonary Anatomy & Physiology I
RESC 1310 Basic Skills
RESC 1410 Clinical Orientation
RESC 1411 Technology I
COSC 1376 Lotus 1-2-3

Semester II

- RESC 1120** Pediatric Care
RESC 1220 Pharmacology
RESC 1320 Clinical Laboratory
RESC 1321 Pathology
RESC 1420 Technology II
BIOL 2401 Anatomy and Physiology

Summer Session I

- RESC 1230** Clinical Experience I
RESC 1231 Seminar and New Technology I

Summer Session II

- RESC 1240** Clinical Experience II
RESC 1241 Seminar and New Technology II

Total Semester Hours—41

*Student placement in mathematics is based upon the results of tests and subjects completed before admission.

CRTT-RRT Transition Curriculum

Prerequisites to Second Year:

Must be a graduate of a traditional College-Based AMA and JRCRTE Accredited Certification Program.

- BIOL 2401** Anatomy and Physiology
COSC 1376 Lotus 1-2-3

Second Year

Semester III

- RESC 2310** Clinical Practice I
RESC 2311 Advanced Cardiopulmonary Topics
RESC 2410 Technology III
BIOL 2420 Microbiology
Social/Behavioral Science Elective approved
 by program director

Semester IV

- RESC 2321** Seminar and Care Planning
RESC 2220 Clinical Practice II
RESC 2322 Applied Cardiopulmonary Pathology
BIOL 2402 Anatomy and Physiology
CHEM 1305 Elementary Chemistry
PHED 1101 Physical Fitness and Health Concepts

Summer Session I

- ENGL 1301** Composition and Rhetoric

Total Semester Hours—37

Surveying Curriculum

First Year

Semester I

- TMTH 1301 Applied Mathematics
- SURV 1311 Introduction to Surveying
- SURV 1321 Surveying Measurements Practice
- SURV 1331 Surveying Calculations I
- COSC 1307 Computer Literacy

Semester II

- ENGL 1301 Composition and Rhetoric
- PHED 1101 Physical Fitness and Health Concepts
- CADD 1331 Computer-Aided Drafting
- SURV 1312 Land Surveying
- SURV 1322 Land Surveying Practice
- SURV 1332 Surveying Calculations II

Second Year

Semester III

- CADD 2334 Advanced Computer-Aided Drafting
or
- CADD 2324 Map Drafting
- TMTH 1302 Applied Trigonometry
- Behavioral or Social Science Elective
- SURV 2313 Topographic Surveying and Mapping
- SURV 2323 Field Mapping Practice
- SURV 2333 Legal Principles I

Semester IV

- ENGL 2311 Technical Report Writing
Approved Elective
- SPCH 1321 Business and Professional Speaking
- SURV 2314 Route Surveying
- SURV 2324 Route Surveying Practice
- SURV 2334 Legal Principles II

Total Semester Hours—67

Approved Electives: MGMT 1302, 1301, Government, History, Economics, Geology, Psychology, Sociology, Physics and Mathematics.

(Designated Surveying Certificate)

Semester I

- SURV 1311 Introduction to Surveying
- SURV 1321 Surveying Measurements Practice
- SURV 1331 Surveying Calculations I
- SURV 2313 Topographic Surveying and Mapping
- SURV 2323 Field Mapping Practice
- SURV 2333 Legal Principles I

Semester II

- SURV 1312 Land Surveying
- SURV 1322 Land Surveying Practice
- SURV 1332 Surveying Calculations II
- SURV 2314 Route Surveying
- SURV 2324 Route Surveying Practice
- SURV 2334 Legal Principles II

Total Semester Hours—36



Welding Technology Curriculum

First Year

Semester I

WELD 1303 Oxy-acetylene Welding and Cutting
WELD 1302 Introduction to Arc Welding
WELD 1301 Blueprint Reading for Welders
ENGL 1301 Composition and Rhetoric
INCM 1301 Industrial Safety and Hygiene

Semester II

WELD 1322 Introduction to GMAW (MIG) and FCAW (FLUX CORE)
WELD 1321 Advanced Arc Welding
TMTH 1301 Applied Mathematics
COSC 1307 Computer Literacy
ENGL 2311 Technical Report Writing
PHED 1101 Physical Fitness and Health Concepts

Second Year

Semester III

WELD 2301 Introduction to Pipe Welding
WELD 2302 Introduction to GTAW (TIG)
MGMT 1302 Human Relations in Management
ENGR 1304 Engineering Design Graphics
Elective (Social/Behavioral Science)

Semester IV

WELD 2321 Advanced Pipe Welding
WELD 2323 Advanced GTAW (TIG)
WELD 2322 Advanced GMAW (MIG) and FCAW (FLUX CORE)
SPCH 1321 Business and Professional Speaking
Approved Elective

Total Semester Hours—61

(Designated Welding Certificate)

First Year

Semester I

WELD 1303 Oxy-acetylene Welding and Cutting
WELD 1302 Introduction to Arc Welding
WELD 1301 Blueprint Reading for Welders

Semester II

WELD 1322 Introduction to GMAW (MIG) and FCAW (FLUX CORE)
WELD 1321 Advanced Arc Welding
TMTH 1301 Applied Mathematics

Second Year

Semester III

WELD 2301 Introduction to Pipe Welding
WELD 2302 Introduction to GTAW (TIG)
INCM 1301 Industrial Safety and Hygiene

Semester IV

WELD 2321 Advanced Pipe Welding
WELD 2323 Advanced GTAW (TIG)
WELD 2322 Advanced GMAW (MIG) and FCAW (FLUX CORE)

Total Semester Hours—36

Additional Degrees

An additional associate degree may be conferred if all requirements for both degrees have been satisfactorily completed and at least 30 additional semester hours credit have been earned above the one requiring the most hours.

An associate degree and a certificate of proficiency may both be awarded if the student has completed all requirements for both a degree and a certificate and has at least 16 hours additional credit above the requirement for the degree.

Student Responsibility

Each student is responsible for seeking advice, for knowing and meeting the requirements for the degree program of his or her interest, for enrolling in courses appropriate for that degree program and for taking courses in the proper sequence to ensure orderly and timely progress toward the degree.

The College awards the associate in arts degree and the associate in applied science degree to students who complete both the general and specific requirements as set forth for the particular program desired and who make proper application to the registrar for the degree.

Graduation Under a Particular Catalog

To receive a degree from Tyler Junior College, a student must fulfill degree

requirements as set forth in a catalog under which he/she is entitled to graduate. **A student is entitled to graduate under the current catalog or any other catalog in force when the student was enrolled, but the catalog must be within the last five catalogs.**

Dates of Graduation

Degrees will be dated the semester for which they are applied. Students who meet graduation requirements may be awarded degrees or certificates three times a year—in May, August and December. A commencement ceremony is held at the close of the spring semester. **Students wishing to participate in this ceremony must apply for their degree in the spring semester.**

Graduation Application Deadlines

It will be the responsibility of the students to apply for the appropriate degree or certificate for which they are eligible. Graduation fees must be paid at the time of application for degree or certificate. The deadline for applying for a degree or certificate for the spring semester will be March 1. The deadline for applying for a degree or certificate at the end of summer terms will be August 1. The deadline for applying for a degree or certificate at the end of the fall semester will be October 1.



Rogers Student Center

Continuing Education

Tyler Junior College is dedicated to presenting dynamic and flexible educational programs to the community through-out its service area. The College is committed to "lifelong learning" that goes beyond initial career preparation, traditional concepts of full-time study and program degree completion and encourages education renewal. Further, the College seeks to provide lifelong learning for people of *all* ages to develop personal and professional potential, upgrade job-related skills and prepare for informed participation in the civic, cultural and political life of the community.

The most recent addition to the continuing education program is the Tyler Junior College **Regional Training and Development Complex (RTDC)** located at 1530 S SW Loop 323 in Tyler. The

complex is devoted to offering critically needed training leading to immediate employment according to the needs of business, industry and governmental agencies. Instruction at the RTDC lends itself to quick start-up training for workers to improve deficient basic academic skills and condensed block-time classes, rather than the traditional semester schedule. Additionally, the 84,000-square-foot facility offers services such as on-site registration and fee collection, a bookstore, a learning resources center, snack bar/concession area, 300-seat conference room, convenient parking and campus security. The RTDC is also the home of the Small Business Development Center, the Tyler Area Business Incubator and the East Texas Regional Fire Academy.



Regional Training and Development Complex (RTDC)

Basically, continuing education is a non-credit program that offers:

1. Adult vocational education for individuals wanting to upgrade their present skills enabling them to explore new occupational fields.
2. Lifelong learning opportunities for individuals and groups seeking to enhance the quality of living in the community through cultural and enrichment studies by providing opportunities to explore new activities for personal growth and enjoyment.
3. Resources for business, industry, labor, government and professional groups needing to supplement their own training and development programs. Training programs are tailor-made and, if desired, offered "in-house" to meet specific job upgrading and mobility needs of individual organizations.

Classes are offered during the day or the evening and are provided when a sufficient number of students is enrolled. Non-credit courses are open to interested persons without regard to eligibility for admission to college-credit programs.

Tyler Junior College will award the Continuing Education Unit (CEU) to persons who participate in approved, non-credit continuing education activities administered by Tyler Junior College. One CEU is equal to 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. In no instance should the award of CEU be equated with college credit applicable toward a degree.

For more information concerning continuing education programs, contact the registrar's office on the TJC campus, 903-510-2404 or the Regional Training and Development Complex, 903-510-2900.

Small Business Development Center

The Small Business Development Center (SBDC) represents a partnership between the Small Business Administration and Tyler Junior College.

The SBDC serves as a focal point for linking resources of the federal, state and local governments with the resources of the educational system and the private sector. The SBDC focuses on providing in-depth quality assistance to small businesses in all areas to promote growth, expansion, innovation, increased productivity and management improvement. The overall objective of the SBDC is to further economic development through the provision of management and technical assistance to existing and prospective small businesses.

The SBDC offers free counseling, referral services and a variety of small business training programs and seminars designed for entrepreneurial, management and technical skill development. The SBDC also acts as a clearinghouse for resource information and materials to provide practical solutions to business needs and problems.

Tyler Area Business Incubator

The Tyler Area Business Incubator was created to enhance the success of new and expanding businesses through business counseling, employee training and various other support services. The incubator encourages the development of technology-based products or services which broaden the economic base of the area served by the College.

RTDC[®]

**Tyler Junior College
Regional Training And
Development Complex**

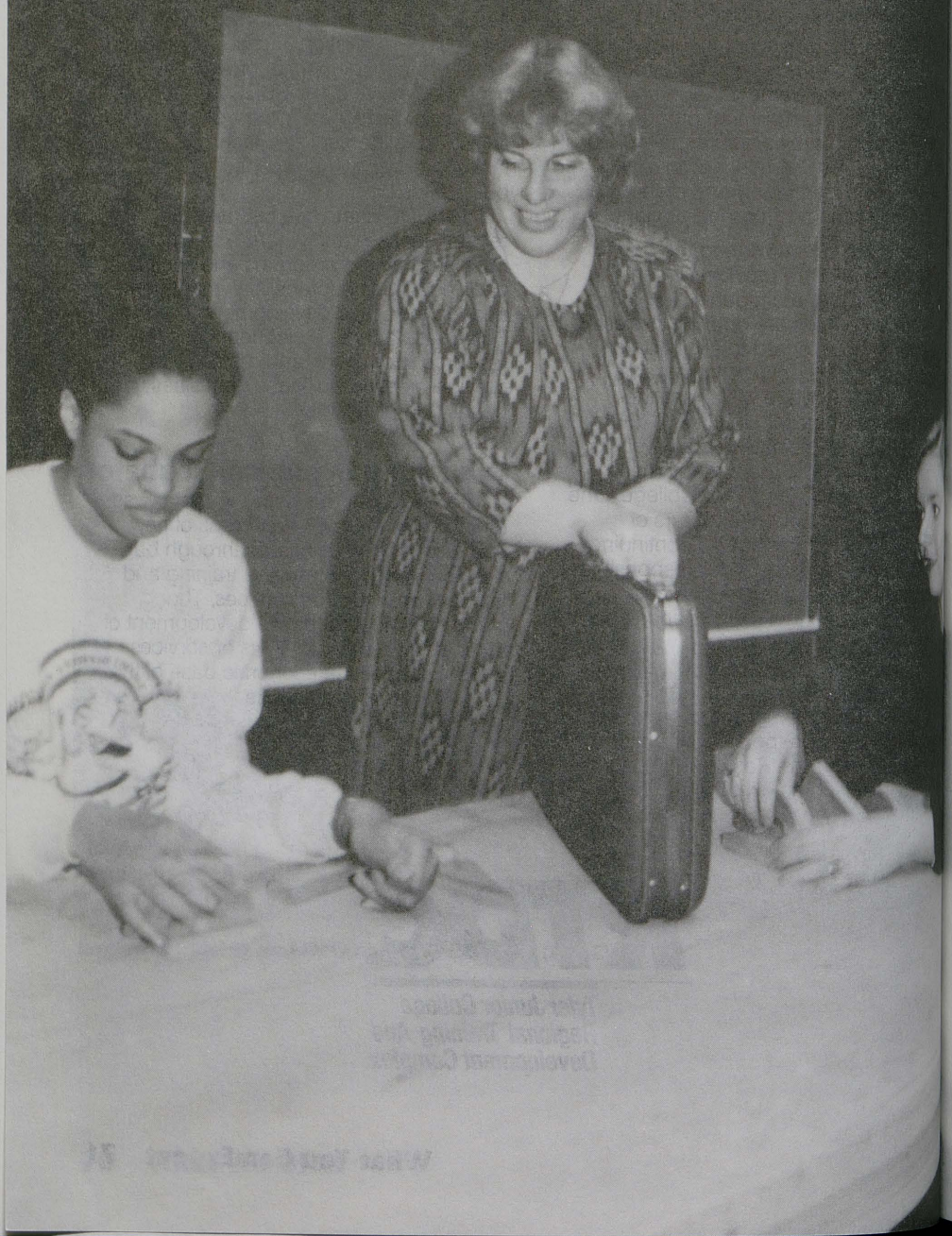
"I encourage my students to understand that the ability to communicate clearly, effectively and convincingly is essential to success in our society . . . and that learning to improve your communication skills can be fun!"

M'Liss Stewart Hindman

Instructor, Speech/Theatre

B.A., Texas Tech University

M.A., University of Houston



What You Can Expect

Course Descriptions

Agriculture

A student majoring in agriculture should see a Tyler Junior College faculty advisor for help in completing a degree plan.

AGRI 1311 (AGR 113B) Dairying (2-2)

The dairy industry, dairy products, basic principles and practices of modern dairy farm management, breeding, feeding and milk harvesting with lab stressing breeds, judging, sire selection and equipment.

AGRI 1315 (AGR 123B) Horticulture (2-3)

Structure and growth of horticultural plants, selection, propagation, fertilization, care, harvesting of fruits, nuts and vegetables together with the care and use of ornamentals in home landscape.

AGRI 1407 (AGR 124) (Formerly AGR 123) Fundamentals of Crop Production (3-2)

Structure and function of crop plants, classification, distribution, cultural practices, fertilization, harvesting, marketing and survey of major world crops while stressing importance of crop production in world affairs.

AGRI 1413 (AGR 114A)

General Entomology (3-2)

Principal orders of insects, their anatomy and physiology, life cycle and economic importance as well as insecticides and alternative control methods for agricultural pests.

AGRI 1419 (AGR 114)

General Animal Husbandry (3-3)

Livestock and livestock industry, reproduction, nutrition, management and marketing of beef cattle, horses, swine and sheep; with labs that include breeds, market classes and judging.

AGRI 2303 (AGR 223A) Farm Shop (1-4)

Basic skills in arc and oxyacetylene welding, soldering, hot and cold metal work, sheetmetal work, cutting metal and brazing along with concrete construction, farm plumbing and fitting of farm tools.

AGRI 2317 (AGR 113E) Introduction to Agricultural Economics (3-0)

Characteristics of economic systems and basic economic concepts including organization and management of agriculture businesses, finance, marketing and government farm programs.

AGRI 2321 (AGR 213)

Livestock Evaluation (3-3)

Origin, history and breed characteristics of livestock, breed organizations, performance testing and selection, live animal evaluation and the development of livestock judging techniques.

AGRI 2330 (AGR 123D)

Wildlife Management (3-0)

Wildlife resources of the United States with special reference to Texas while emphasizing the interrelationship of plants and animals in our environment with plans and methods of rehabilitation and increase of the desirable species.

Air Conditioning and Refrigeration 7221

Students successfully completing this program receive the associate in applied science degree.

The curriculum is designed to prepare the student to assist in planning, installing, operating and maintaining air conditioning equipment. The required technical information is presented and related skills are developed which will enable the graduate to function efficiently when working with engineers, system designers, skilled craftsmen, salespersons and others in the field.

AIRC 1300 (AC 113) Introduction to Air Conditioning and Refrigeration (3-3)

An introductory course designed to acquaint the student with practical heating and cooling problems, terminology and the study of psychrometric principles.

AIRC 1301 (AC 113A)**Fundamentals of Refrigeration (3-3)**

An introduction to terminology, laws of refrigeration, processes and procedures associated with refrigeration applications.

Prerequisite: Taken concurrently with AIRC 1300 or consent of the instructor.

AIRC 1311 (AC 113D)**Fundamentals of Electricity (2-2)**

Air conditioning circuits, electron theory, AC theory, single phase and three phase power distribution, capacitance, electric motors and motor controls.

AIRC 1312 (AC 113S) Solar Systems Design and Installation (2-4)

Demonstration and hands-on in the design, installation and maintenance of residential solar heating systems.

AIRC 1313 (AC 113W) Air Conditioning Welding Procedures (3-3)

Designed to provide entry-level skills including basic shielded metal arc welding and welding of dissimilar metals.

AIRC 1321 (AC 123A)**Commercial Refrigeration (3-3)**

Refrigeration machines, their component parts and accessories, installation, maintenance and servicing procedures.

Prerequisites: AIRC 1301, 1311, 1322 or consent of the instructor.

AIRC 1322 (AC 123B)**Blueprint Reading (3-0)**

A study of blueprints used in the construction industry and the use of blueprints to determine location and installation of heating and air conditioning equipment.

AIRC 1323 (AC 123D)**Automatic Controls I (2-2)**

Automatic controls, control systems, component parts and related equipment.

Prerequisite: AIRC 1311 or consent of the instructor.

AIRC 2301 (AC 213A) Heating (2-4)

Operation, installation; and service of residential and light commercial gas, electric, hydronic and heat pump systems.

Prerequisites: AIRC 1311, 1322, or consent of the instructor.

AIRC 2302 (AC 213C)**Automatic Controls II (2-2)**

An advanced study of automatic controls, modular controls, activator controls, sequencer and step controls and advanced wiring diagrams and schematics.

Prerequisites: AIRC 1321, 1323 or consent of the instructor.

AIRC 2303 (AC 213D)

Air Conditioning Systems Design (3-3)
A study of psychrometric principles and application of heat load theory for equipment sizing.

Prerequisite: AIRC 1321 or consent of the instructor.

AIRC 2304 (AC 213I) Internship (1-20)

A course designed to enable the student to get real-world work experience with air conditioning and refrigeration contractors while seeking a college degree.

Prerequisites: AIRC 1300, 1301, 1311.

AIRC 2321 (AC 223B)**Installation and Maintenance of Air Conditioning Systems (2-4)**

Hands-on experience in the installation, maintenance and service of residential and light commercial air conditioning and heating systems.

Prerequisites: AIRC 1301, 1322, 2303 or consent of the instructor.

AIRC 2322 (AC 223H) Heat Pumps (3-3)

The student will learn the components, sequence and modes of operation and will get hands-on experience installing, servicing, charging and troubleshooting heat pumps.

Prerequisites: AIRC 2301, 2302.

AIRC 2323 (AC 223M)**Automotive Air Conditioning (3-3)**

Students will learn the components and the sequence of operation, and will get laboratory experience servicing, repairing, and troubleshooting automotive air conditioning systems.

Prerequisites: AIRC 1300, 1301, 1311.

AIRC 2324 (AC 223P) Major Home Appliances (3-3)

A course designed to enable students to identify the components, to understand the sequence of operation and to service and repair clothes washers and dryers, dishwashers, microwave ovens, conventional ovens, freezers, refrigerators and ice makers.

Prerequisites: AIRC 1300, 1301, 1311.

AIRC 2325 (AC 223T)**System Troubleshooting (3-3)**

An advanced course in which the student will apply troubleshooting principles and use test instruments to diagnose air conditioning and refrigeration component and system problems and to conduct performance tests.

Prerequisites: AIRC 1321, 2302.

Art

A student majoring in art should see a Tyler Junior College faculty advisor for help in completing a course plan. Students planning to transfer art credit toward a bachelor's degree are required to prepare and retain a portfolio of their work to facilitate their transfer.

ARTS 1301 (ART 113A)**Art Appreciation (3-0)**

A humanities course open to all featuring principles of design from the layman's point of view, a general introduction to selected works of visual art in drawing, painting and sculpture for a deeper appreciation of the creative process.

ARTS 1303 (ART 213) Art History I (3-0)

Painting, sculpture, architecture and crafts from prehistoric time to the end of the Middle Ages through the use of critical and analytical slide-illustrated lectures and text study.

ARTS 1304 (ART 223) Art History II (3-0)

Painting, sculpture, architecture and crafts from early Renaissance time to the present through critical and analytical slide-illustrated lectures and text study.

ARTS 1311 (ART 113D) Design I (3-3)

The art elements and principles with emphasis upon two-dimensional designs using a wide range of media and techniques.

ARTS 1312 (ART 123D) Design II (3-3)

Three Dimensional Design concepts.

ARTS 1316 (ART 113E) Drawing I (3-3)

Still life, landscape and architectural subjects with emphasis upon drawing skills including line, value, proportion and perspective using a wide variety of drawing media and techniques.

ARTS 1317 (ART 123E) Drawing II (3-3)

The head and human figure using various media and techniques including basic skeletal and muscular structure of the human figure as related to drawing.

ARTS 1413 (ART 114B) Art for Pre-School and Elementary School (3-3)

Preschool and elementary art explored through a wide variety of actual techniques and media with both two- and three-dimensional design projects including art appreciation, critique and curriculum formation.

ARTS 2316 (ART 213O) Painting I (3-3)

An introduction to the problems of painting and composition in oil and/or acrylic media including color and value mixing charts, simple objects, still lifes and landscapes done in an objective and representational manner.

ARTS 2317 (ART 223O) Painting II (3-3)

A continuation of ARTS 2316 with emphasis on more creative and experimental areas of painting styles with a wide range of subjects and techniques including abstraction and non-objective art.

ARTS 2336 (ART 213L) Fiber Arts I (3-3)

Introductory weaving, exploratory studies in the use of textiles as a form of art, the use of simple hand looms and introduction to operation of the floor loom.

ARTS 2337 (ART 223L) Fiber Art II (3-3)

A continuation of ARTS 2336.

ARTS 2346 (ART 213C) Ceramics I (3-3)

Basic ceramic process, materials and techniques, plus hand building, glazing and firing procedure with an introduction to the use of the potter's wheel.

ARTS 2347 (ART 223C) Ceramics II (3-3)

Problems in ceramics with personal and professional development in forming and decorating techniques as well as mastery of potter's wheel and glaze calculation.

ARTS 2366 (ART 223W)**Water Color Painting (3-3)**

An introduction to the water color medium as a means of artistic expression in the interpretation of still lifes and landscapes done in a representational manner.

Astronomy

A student majoring in astronomy should see a Tyler Junior College faculty advisor for help in completing a degree plan.

PHYS 1411 (AST 114)

Introduction to Astronomy I (3-3)

An introduction to historical and observational astronomy focusing specifically on the members of our solar system and on basic observation skills and knowledge.

PHYS 1412 (AST 124)

Introduction to Astronomy II (3-3)

An introduction to modern astronomy and basic observational techniques focusing on principles of stellar processes, types and evolution, galactic structures and cosmology and methods and techniques of modern astronomical observation.

Bible

Bible courses for college credit at Tyler Junior College are taught in the Baptist Bible chair, Wesley Foundation Methodist Bible chair, the Church of Christ Bible chair and the Association of Baptist Students Bible chair.

The granting of college credit for such courses is on the following basis:

1. All such courses must be based upon comprehensive syllabi approved by Tyler Junior College.
2. Such courses may not be taught from a sectarian viewpoint but must be historical or literary in nature.
3. The teacher of such courses must meet the same standards of academic preparation as required of teachers in other academic disciplines of the College.
4. A maximum of 12 semester hours will be accepted toward a degree.

A student majoring in Bible should see a Tyler Junior College faculty advisor for help in completing a course plan.

BIBL 1101 (BIB 111) **Selected Studies in the Old Testament** (1-0)

A study involving either an Old Testament book or theme.

BIBL 1102 (BIB 111A) **Selected Studies in the New Testament** (1-0)

A study involving either a New Testament book or theme.

BIBL 1103 (BIB 111C)

An Introduction to Christianity (1-0)

A study of theological terms, great Bible themes and a comparison of Christianity with other religions.

BIBL 1301 (BIB 113)

Survey of the Old Testament (3-0)

The history, literature and teachings of the Old Testament.

BIBL 1315 (BIB 113G), **BIBL 1325** (123G),

BIBL 2315 (213G), **BIBL 2325** (223G)

Bible Topics (3-0)

Different topics each semester. May repeat for credit as topic changes.

BIBL 1321 (BIB 123)

Survey of the New Testament (3-0)

The history, literature and teachings of the New Testament.

BIBL 2311 (BIB 213)

Life and Teachings of Jesus (3-0)

The life and teachings of Jesus Christ from the perspective of writers of the Gospels.

BIBL 2321 (BIB 223)

Life and Letters of Paul (3-0)

The ministry and thoughts of Paul found in the Acts of the Apostles and in his letters.

BIBL 2322 (BIB 223A)

World Religions (3-0)

An interpretation of the fundamental insights, concepts and customs of the major religions of the world.

Biology

A student majoring in biology should see a Tyler Junior College faculty advisor for help in completing a degree plan.

BIOL 1406 (BIO 114M) **Biology I** (3-3)

Concepts of biology relating to the cell, energy transformations, evolution, ecology, tissues and organ systems common to plants and invertebrate animals. For the science major.

BIOL 1407 (BIO 124M) **Biology II** (3-3)

Vertebrate systems emphasizing man as well as principles of heredity and evolution. For the science major.

Prerequisite: BIOL 1406 recommended.

BIOL 1408 (BIO 114C)**Introductory Biology I (3-3)**

Concepts of biology relating to the cell, classification, evolution and ecology as well as plants and invertebrates. For the non-science major.

BIOL 1409 (BIO 124C)**Introductory Biology II (3-3)**

Emphasizes the development, structure and function of organ systems in man.

Prerequisite: BIOL 1408.

BIOL 1411 (BIO 124B)**General Botany (3-3)**

Introduction to the plant kingdom with emphasis on the importance of plants to man including principles of heredity and evolution.

BIOL 2306 (BIO 213)**Environmental Biology (2-3)**

Introduction to basic ecological principles, biotic interrelationships in aquatic and terrestrial communities and environmental issues that have national and global effects. Field trips required.

BIOL 2401 (BIO 114D)**Anatomy and Physiology I (3-3)**

Anatomy and physiology of the human body oriented toward the allied health sciences.

BIOL 2402 (BIO 124D)**Anatomy and Physiology II (3-3)**

A continuation of BIOL 2401.

BIOL 2416 (BIO 224G)**Introduction to Genetics (3-3)**

Principles of molecular and classical genetics, the function and transmission of hereditary material, population genetics and genetic engineering.

Prerequisite: One year of biology.

BIOL 2417 (BIO 224)**Comparative Vertebrate Anatomy (3-4)**

Comparative study of morphology, physiology and phylogeny of vertebrate organ systems. Recommended for biology, premedical and pre dental majors.

Prerequisites: BIOL 1406 and 1407 or 1411.

BIOL 2420 (BIO 114A) Microbiology (3-3)

Characteristics and activities of micro-organisms and their relation to health and disease.

BIOL 2471 (BIO 223F) Native Plants (2-3)

Study of plants native to East Texas with special concentration on the wildflowers while lab and field work emphasizes plant family characteristics. Field collections required.

Business Administration

A student majoring in business is encouraged to see a Tyler Junior College faculty advisor or academic counselor for assistance in completing a degree plan.

BUSI 1301 (BUS 113B)**Introduction to Business (3-0)**

Provides an over-all picture of business operations, develops a business vocabulary and includes an analysis of the specialized fields within the business organization and of the role of business in modern society. This is also offered through instructional television.

BUSI 2301 (BUS 213L)**Business Law (3-0)**

Introduction to the principles and elements of contracts, warranties, commercial paper, principal-agency relationships, labor and personnel law, environmental law, international law, personal and real property and estate law. Also offered through instructional television.

Prerequisite: Sophomore standing.

ACCT 2401 (BUS 214)**Principles of Financial Accounting (3-3)**

A study of financial accounting: the accounting cycle, double-entry book-keeping, preparation and analysis of financial statements. Practice set required.

Prerequisite: "C" or better in COSC 1375.

ACCT 2402 (BUS 224) Principles of Managerial Accounting (3-3)

Emphasis on managerial decision-making based on analysis of cash flow, price level changes, financial statements, ratios, manufacturing cost, investments, and an in-depth study of planning costs and systems.

Prerequisite: "C" or better in ACCT 2401 and COSC 1375.

Business Management

This program is designed for the individual who wishes to establish a firm educational foundation in the area of general business, with an emphasis on service-type organizations, small business and entrepreneurship. The curriculum is an applied and practical course of study that meets the requirements of students preparing for careers in business and management, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in business management.

BUSI 1371 (BUS 113A) **Elementary Accounting I (3-0)**

Presents the double-entry system for the accounting cycle of a business organization with an emphasis on general and special journals, ledgers, financial statements and payroll.

BUSI 1372 (BUS 123A) **Elementary Accounting II (3-3)**

A continuation of BUSI 1371. Operation of an automated accounting software system in a small business environment. Includes: general ledger and financial reporting, payables/receivables, cash management and billing. Practice set required.

Prerequisite: "C" or better in BUSI 1371 and COSC 1311.

BUSI 2370 (BUS 213C) **Computer Accounting I (2-2)**

Operation of an automated accounting software system in a small business environment. Includes: general ledger and financial reporting, payables/receivables, cash management and billing.

Prerequisite: "C" or better in BUSI 1371 or ACCT 2401.

BUSI 2371 (BUS 223C) **Computer Accounting II (2-2)**

Complete the functions contained in the automated accounting system, including purchasing, inventory, budgeting, recurring transactions, graphics and management reporting.

Prerequisite: "C" or better in BUSI 2370.

BUSI 2372 (BUS 223I)

Current Issues in Business (3-0)

Discussion of current topics applicable to the business community.

BUSI 2373 (BUS 213A) Management Development Seminar I (1-20)

BUSI 2374 (BUS 223A) Management Development Seminar II (1-20)

Supervised study providing practical experience and application of principles in various phases of business and economic activities. The work study environment is arranged by the student and approved by the instructor. An individual training plan will be developed for each student.

Prerequisite: Sophomore standing.

BUSI 2375 (BUS 223T) **Special Topics in Business (3-0)**

Topics will reflect current theories and practices in business. May be repeated for credit when topics change.

Chemistry

Students who have not studied chemistry in high school are advised to consider completing CHEM 1370, Basic Chemistry prior to enrolling in CHEM 1411, General Chemistry, CHEM 1305, Elementary Chemistry, or CHEM 1470, Fundamentals of Chemistry.

A student majoring in chemistry should see a Tyler Junior College faculty advisor for assistance in completing a degree plan.

CHEM 1305 (CHM 113D) **Elementary Chemistry (3-2)**

Elementary inorganic, organic and bio-chemistry suited for persons interested in health science programs.

Note: Neither Chemistry 1405-1407, 1470-1472 nor 1305 is substituted for Chemistry 1411-1412 in meeting prerequisites in scientific curricula.

CHEM 1370 (CHM 113B) **Basic Chemistry (3-0)**

Fundamental principles of chemistry and related mathematics for students with little or no chemistry or science background. Will not be counted in lieu of other chemistry courses listed.

CHEM 1405 (CHM 114I)**Introductory Chemistry (3-3)**

Introduction and non-technical survey of chemistry with emphasis on role of chemistry in problems of contemporary society. Suited for non-science majors. This is also offered through instructional television.

CHEM 1406 (CHM 114H)**Fundamentals of Chemistry (3-3)**

Elementary inorganic and organic chemistry, especially suited for persons interested in the health professions.

CHEM 1407 (CHM 124I)**Introductory Chemistry (3-3)**

Continuation of Chemistry 1405.

Emphasis on organic and biochemistry.

Prerequisite: CHEM 1405 or 1411.

CHEM 1408 (CHM 124H) Fundamentals of Organic and Biochemistry (3-3)

Continuation of CHEM 1406 with emphasis on organic and biochemistry.

Prerequisite: CHEM 1406.

CHEM 1411 (CHM 114)**General Chemistry (3-4)**

Serves as prerequisite requirement for engineering, medicine, dentistry and other professional courses requiring advance work in chemistry. Lab work includes an introduction to quantitative analysis.

CHEM 1412 (CHM 124)**General Chemistry (3-4)**

Continuation of Chemistry 1411. Equilibrium, acid-base concepts, oxidation-reduction systems, reaction rates, electrochemistry and selected topics in nuclear chemistry. Lab work includes an introduction to volumetric and qualitative analysis.

Prerequisite: CHEM 1411.

CHEM 2423 (CHM 214)**Organic Chemistry I (3-4)**

Chemistry of compounds of carbon emphasizing energy, mechanism of reaction, synthesis, structure of organic molecules, stereochemistry and molecular conformations with lab work including an introduction to gas chromatography.

Prerequisite: CHEM 1412.

CHEM 2425 (CHM 224)**Organic Chemistry II (3-4)**

Continuation of CHEM 2423 with lab work covering the use of infrared spectroscopy.

Prerequisite: CHEM 2423.

Child Development 5222

The child development curriculum combines lecture, laboratory and on-the-job training for a career in the area of child development. Students successfully completing the one-year program will gain entry level skills and are awarded the certificate of proficiency. Students successfully completing the two-year program will receive an educational foundation adequate to allow them to provide child development activities and/or advance toward becoming the director of a child development facility. Two year graduates will be awarded the associate in applied science degree in child development.

CHID 1310 (CD 113S) & CHID 1320**(CD 123S) Cooperative Training (3-37) (5 weeks)**

Seminar and on-the-job training. A training plan will be developed each semester for each student.

Prerequisite: First two semesters completed.

CHID 1311 (CD 113) Introduction to Child Development (3-3)

Students will gain an understanding of the history, philosophy and ethics of child development. This will include types of child development facilities as well as the laws and standards which govern them. Emphasis will be placed on the responsibilities of personnel in this field.

CHID 1312 (CD 113A) Survey of Child Care Management (3-0)

An introduction to the mechanics of managing a child care facility which will include center scheduling, curriculum, lesson plans, teaching techniques, behavioral management and assessment of students and staff.

CHID 1313 (CD 113B)**Curriculum and Materials in the Child Care Facility (3-3)**

The principles of curriculum development appropriate for educating preschool children. Students will participate in planning age-appropriate materials and activities including beginning mathematics, language, social studies and science concepts.

CHID 1314 (CD 113C)**Health Care and Safety** (3-2)

A study of personal and community health which emphasizes protection against communicable diseases and accidents. Fundamental first aid, CPR, vision and hearing screening, safety and accident prevention will be covered.

CHID 1321 (CD 123)**The Family and the Community** (2-2)

The role of a child development center as it relates to the home environment, the interaction between parents and children as well as the relationships of the family to their community will be studied. Hypothetical records will be interpreted and case studies of young children will be developed.

CHID 1322 (CD 123A) **Growth and Development in Early Childhood** (3-0)

An introduction to the needs of infants, preschool and special needs children resulting in an understanding of children's physical, emotional, social and cognitive development. (Same as PSYC 2308)

CHID 1323 (CD 123B)**Creative Activities** (2-4)

A continuation of CHID 1313 which includes a study of activities relating to conceptual learning, recreation, arts, crafts, music, dance, children's literature, storytelling and learning center activities.

Prerequisite: CHID 1313.

CHID 1324 (CD 123C)**Child Health and Nutrition** (3-2)

Health and nutrition as they contribute to and affect a child's growth and development.

CHID 2311 (CD 213)**The Special Child** (3-0)

The differences in special needs children will be studied with emphasis on their special needs and how best to meet these needs.

CHID 2312 (CD 213A)**Preschool Theory and Application** (3-1)

Various learning processes relating to the nature and conditions of learning and motivation will be studied to provide the knowledge necessary to access the preschool student's learning needs and develop appropriate learning activities.

Prerequisite: CHID 1312.

CHID 2321 (CD 223)**Child Care Issues** (2-4)

An in-depth study of current issues relating to child development. Each student will develop and report on a research project.

CHID 2322 (CD 223A) **Child Care Facility Management** (3-0)

Management theories and their application to a child care facility.

Computer-Aided Drafting and Design

High technology and microcomputers have revolutionized the drafting and design processes of American industry. The technological changes resulting from the introduction of the microcomputer have led to the new and emerging technology, computer-aided drafting and design (CAD). CAD drafters use the microcomputer to prepare clear, complete and accurate working plans, detail drawings, sketches, illustrations and charts. The computer-aided drafting and design program provides the student the opportunity to study architectural, electronic, machine, pipe, structural and map drafting as well as plane surveying. After successful completion of the two-year program, the student receives the associate in applied science degree.

CADD 1311 (DFT 113A)**Mechanical Drawing I** (3-3)

(See ENGR 1311)

CADD 1321 (DFT 113B)**Illustration Drawing** (3-3)

Freehand sketching and instrument drawing are emphasized in the preparation of pictorial drawings, charts and graphs.

CADD 1331 (DFT 113G) **Introduction to Computer-Aided Drafting** (3-3)

Introduction to the commands and functions of modern computer-aided drafting systems. Emphasis on applying the system to practical drafting and design problems.

CADD 1332 (DFT 123B)**Computer-Aided Machine Drafting (3-3)**

An advanced mechanical drafting which uses CAD to draw a complete set of drawings from detail drawings to completed assembly drawing.

Prerequisite: ENGR 1311, CADD 1331.

CADD 1362 (DFT 123E) Computer-Aided Electronics Drafting (3-3)

Basic computer-aided drafting for electrical and electronics drafting covering theory of electronics, schematics, printed circuit boards, wiring diagrams and integrated circuits.

Prerequisite: CADD 1331.

CADD 1392 (DFT 123R)**Drafting for Real Estate Studies (3-0)**

Interpretation of architectural plans and specifications including on-site measurements to determine square footage and cost projection of buildings with the mapping portion including site plans and lease maps, with concentration on lettering, symbols and drafting scales.

CADD 2324 (DFT 223B)**Map Drafting (3-3)**

The preparation of lease, township, topographic, highway and ownership maps is covered. Inking and calculations from surveyor's notes are included.

CADD 2334 (DFT 223G) Advanced Computer-Aided Drafting II (3-3)

Advanced computer-aided drafting in which the student's basic knowledge of computer software and operations will be utilized to complete computer-aided problems.

Prerequisite: CADD 1331.

CADD 2343 (DFT 213A) Computer-Aided Architectural Drafting I (3-3)

Computer-aided applications for plans of a single story residence. The study includes site plan, floor plans, foundation plan, elevations, details and schedules.

Prerequisite: CADD 1331.

CADD 2344 (DFT 223A) Computer-Aided Architectural Drafting II (3-3)

Computer-aided drafting applications for a set of plans for a light commercial structure. Areas of study include site plan, floor plan, foundation plan, elevations, details and building schedules.

Prerequisite: CADD 2343.

CADD 2354 (DFT 223C)**Plane Surveying (3-3)**

Care and use of surveying and mapping equipment with lab problems including topography, traverse closures, profiles and borrow pit calculators.

CADD 2363 (DFT 213F) Drafting for Electronics Technicians (3-3)

Drafting techniques applied to electronics technology including sketching, functional block diagrams, schematic symbols and diagrams, printed circuit board design and computer-aided drafting (CAD).

CADD 2373 (DFT 213S) Computer-Aided Structural Drafting (3-3)

Design and fabrication detailing of structural steel frameworks and components using CAD. Included are structural shapes, bolted and welded connections, beams, columns, trusses, bracing and frameworks.

Prerequisite: CADD 1331.

CADD 2383 (DFT 213P)**Computer-Aided Pipe Drafting (3-3)**

Computer-aided applications to pipe drafting, the study includes terminology, valves, fittings, vessels, symbols, isometrics, flow diagrams, plot plans, and elevations.

Prerequisite: CADD 1331.

CADD 2384 (DFT 223P) Advanced Computer-Aided Pipe Drafting (3-3)

Computer-aided applications for making isometric pipe spool drawings with emphasis on solutions to equipment location placement and theory for the advanced piping student.

Prerequisite: CADD 2383.

Computer Science 6021

The College offers a one-year program leading to a certificate of proficiency and two two-year programs leading to associate in applied science degrees and an associate in arts degree with a concentration in computer science.

The one-year program leading to a certificate of proficiency prepares the student for employment in the fields of computer operations, data preparation and entry.

The two-year programs lead to an associate in applied science degree in which the student may choose the programming or microcomputer option.

The other two-year degree, Associate in Arts degree with a Concentration in Computer Science on page 38, prepares the student for advancement to an upper-level university.

A student seeking a four-year degree should see a faculty advisor for academic advisement.

COSC 1306 (CS 113A) **Introduction to Computers (3-0)**

Provides a thorough introduction to the history, concepts and terminology involving computers. BASIC language included. This course is also offered through instructional television.

COSC 1307 (CS 113C) **Computer Literacy (3-3)**

Introductory hands-on course using microcomputers to study system commands and major software packages. Includes history of computers.

COSC 1316 (CS 213F) Computer Programming: QUICK BASIC (3-3)

Develops beginning programming skills as commonly implemented in business and scientific environments.

Prerequisites: TMTH 1301 (or equivalent) or COSC 1377, 1318 or consent of instructor.

COSC 1317 (CS 223C) Computer Programming: FORTRAN (3-3)

A study of high-level, math-oriented language.

Prerequisite: TMTH 1301 (or equivalent) or COSC 1377, 1318 or consent of instructor.

COSC 1318 (CS 113P) Computer Programming: PASCAL (3-3)

An introduction to programming concepts using the PASCAL language.

COSC 1319 (CS 123E) Computer Programming: Assembly Language (3-3)

A detailed study of IBM mainframe assembly language programming and debugging techniques.

Prerequisites: TMTH 1301 (or equivalent) or COSC 1377, 1318 or consent of the instructor.

COSC 1320 (CS 123V) **Computer Programming: C (3-3)**

A study of high-level programming language using the C language.

Prerequisites: TMTH 1301 (or equivalent) or COSC 1377, 1318; ELTE 1332.

COSC 1332 (CS 213A) Computer Programming: COBOL (3-3)

A high-level business language using structured techniques.

Prerequisites: TMTH 1301 (or equivalent) or COSC 1377, 1318 or consent of instructor.

COSC 1360 (CS 113Y), 1361 (123Y), 2360 (213Y), 2361 (223Y) Special Topics (3-0)

Topics will be at the discretion of the program director and will reflect current practices and equipment in the computing field. May be repeated for credit when topic changes.

COSC 1362 (CS 123D) **Operating Systems II (UNIX) (3-3)**

Study and use of the UNIX Operating System, including application, editor and system commands.

Prerequisite: COSC 1371.

COSC 1363 (CS 123F) **Data Structures (3-3)**

Study of the organization and design of relationships of programming techniques for the efficient implementation of computer languages.

Prerequisite: COSC 1318 or COSC 1320.

COSC 1370 (CS 113M) **DOS/Data Entry (3-0)**

Essential PC DOS commands and Data Entry concepts and skills.

COSC 1371 (CS 123B) Computer Operating Systems I (DOS) (3-3)

Establishes marketable skills in advanced computer operation concepts and procedures.

Prerequisite: COSC 1394.

COSC 1372 (CS 123M) Data Entry II (3-3)

Builds marketable, professional skills of speed, accuracy and validation of data.

Prerequisite: COSC 1370.

COSC 1373 (CS 123C)

Management Computer Use (3-0)

Acquaints students with management theories and practices as related to a computerized environment.

COSC 1375 (CS 113V)

Business Computer Applications (3-3)

A study of essential DOS commands, word processing, electronic spreadsheet, database and basic language. Includes history, business uses and applications of computers. (Meets prerequisite for ACCT 2401)

Prerequisite: TMTH 1301.

COSC 1376 (CS 123T) Lotus 1-2-3 (3-0)

Introductory study of professional business spreadsheets, LOTUS 1-2-3.

COSC 1377 (CS 113L) Introduction to Computer Programming Logic (3-0)

Introduction to the concepts and terminology involving structured programming techniques.

COSC 1378 (CS 123L) Advanced Computer Programming Logic (3-0)

An advanced study of structured programming logic.

Prerequisite: COSC 1377 or consent of the instructor.

COSC 1379 (CS 113B)

Telecommunications (3-0)

Introduction to Business Telecommunications. Study of communications hardware, software and signaling used in transferring data between computers.

COSC 1394 (CS 113E) Operations (3-0)

Introduction to Operations environment: Operations controls, user support, disaster planning, documentation and scheduling.

COSC 2332 (CS 223A) Advanced Computer Programming: COBOL (3-3)

File maintenance, structures and utilities using COBOL language.

Prerequisite: COSC 1332 or consent of the instructor.

COSC 2370 (CS 213R) Computer Programming: RPG II (3-3)

A study and use of RPG II Language comparable used with the new IBM AS400 minicomputer.

Prerequisite: TMTH 1301 (or equivalent) or at least one previous language or consent of the instructor.

COSC 2371 (CS 213G)

Object Oriented Programming (3-3)

The design and implementation of software systems where the goal is to improve productivity by increasing software reusability using the C++ language.

Prerequisite: COSC 1320.

COSC 2372 (CS 223J) DataBase

Concepts with Programming (3-3)

DataBase concepts including programming.

Prerequisite: COSC 1307 or consent of the instructor.

COSC 2373 (CS 223D)

Current Computer Science Topics (3-0)

Reports, field trips and interaction with business to allow first-hand knowledge of structure and operation of computer (Management Information System) departments.

Prerequisites: Two computer programming languages and sophomore standing.

COSC 2374 (CS 223E) Capstone (3-0)

A synthesis of all completed work incorporated into a final project. Team effort in design, selection of software, functionality, documentation skills, etc. with judged results. Must be taken in the final semester.

Prerequisite: COSC 2373.

COSC 2375 (CS 223F)

Advanced Spreadsheets (3-3)

In-depth study of advanced LOTUS 1-2-3. To include macros, functions, commands and presentation documentation.

Prerequisite: COSC 1375, 1376 or work experience in LOTUS 1-2-3.

COSC 2390 (CS 213B)

Systems Analysis (3-0)

Introduction to essential principles of the systems development cycle and the tools and techniques which can be applied in each phase of the cycle.

Prerequisite: COSC 1306 or consent of instructor.

Criminal Justice 7021

Students successfully completing this program receive the associate in applied science degree and will be eligible to sit for the Texas peace officer licensing examination.

CRIJ 1301 (CJ 113) Introduction to Criminal Justice (3-0)

Provides an overview of the United States and European criminal justice systems.

CRIJ 1306 (CJ 223C) The Courts and Criminal Procedure (3-0)

The judiciary in the criminal justice system, structure of the American court system, prosecution, right to counsel, pre-trial release, grand juries, adjudication process, types and rules of evidence and sentencing.

CRIJ 1307 (CJ 113E)

Crime in America (3-0)

American crime problems in historical perspective, social and public policy factors affecting crime, impact and crime trends, social characteristics of specific crimes and prevention of crimes.

CRIJ 1310 (CJ 223D)

Fundamentals of Criminal Law (3-0)

A study of the nature of criminal law, philosophical and historical development, major definitions and concepts, classification of elements of crimes and penalties using Texas statutes as illustrations and criminal responsibility.

CRIJ 1318 (CJ 123C)

Patrol Administration (3-0)

Introduces the student to an overview of basic patrol procedures used in crime prevention and police field operations.

CRIJ 1320 (CJ 123B) Police Role in Crime and Delinquency (3-0)

A study of juvenile behavior to provide insight into the conditions that are believed to cause deviant acts by juveniles.

CRIJ 1321 (CJ 113C)

Probation and Parole (3-0)

Introduces the student to criminal corrections and its place in the criminal justice system.

CRIJ 1322 (CJ 123D) Criminology (3-0)

Presents theories, causes of crime and criminal typologies. (Same as SOCI 2336)

CRIJ 2301 (CJ 223H) Community Resources in Corrections (3-0)

An introductory study of the role of the community in corrections, community programs for adults and juveniles, administration of community programs, legal issues and future trends in community treatment.

CRIJ 2313 (CJ 213D) Correctional Systems and Practices (3-0)

Corrections in the criminal justice system, organization of correctional operations, alternatives to institutionalization, treatment and rehabilitation and current and future issues.

CRIJ 2314 (CJ 213A)

Criminal Investigation (3-0)

Investigative theory, collection and preservation of evidence, sources of information, interview and interrogation, use of forensic sciences and case and trial preparation.

CRIJ 2316 (CJ 223E)

Police Defensive Tactics (3-3)

Practice in the techniques of arrest, prisoner searches and the use of batons and firearms. CJ major medically qualified with no felony convictions.

CRIJ 2323 (CJ 213B) Legal Aspects of Law Enforcement (3-0)

Police authority, responsibilities, constitutional restraints, laws of arrest, search and seizure, and police liability.

CRIJ 2328 (CJ 113B)

Police Systems and Practices (3-0)

The police profession, organization of law enforcement systems, the police role, ethics, police community interaction and current and future issues.

CRIJ 2331 (CJ 223B) Traffic Planning and Administration (3-0)

Introduces the student to the problems of traffic control using the Texas motor vehicle laws as a guide.

CRIJ 2333 (CJ 213E)

Texas Peace Officer Law (3-2)

Laws directly related to police field work including traffic, intoxicated drivers, penal code, elements of crimes, the family code, alcoholic beverage code and civil liability.

Prerequisite: Twelve semester hours of credit in criminal justice and consent of the program director.

CRIJ 2334 (CJ 223F)**Texas Peace Officer Procedures (3-2)**

Techniques and procedures used by police officers on patrol including controlled substance identification, handling abnormal persons, traffic collision investigation, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations.

Prerequisite: Texas peace officer law CRIJ 2333 or may be taken concurrently.

CRIJ 2335 (CJ 223J)**Texas Peace Officer Skills (3-3)**

Demonstration and practice of the skills expected of a police officer. Includes patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.

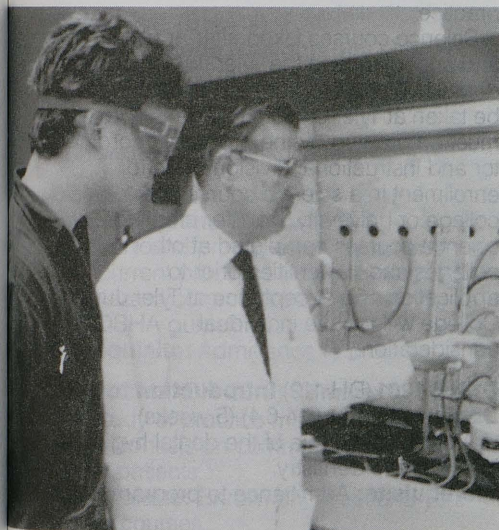
Prerequisite: Texas peace officer law CRIJ 2333 and Texas peace officer procedures CRIJ 2334, or may be taken concurrently.

CRIJ 2336 (CJ 213C) Criminalistics (3-1)

Introduces the student to the forensic laboratory with emphasis placed on identification, collection and preservation of evidence.

CRIJ 2337 (CJ 223K)**Criminal Justice Internship (1-20)**

Field program designed to provide observation and actual work experience in the various public and private agencies in which a student is assigned.



**James D. Wicks, Instructor/
Director, Chemistry**

Dance

A student majoring in dance should see a Tyler Junior College faculty advisor for help in completing a course plan.

DANC 1112 (DNC 111C)**Dance Practicum (0-3)**

Participation and instruction in a variety of dance activities and techniques. Summer only.

DANC 1113 (DNC 121C)**Dance Practicum (0-3)**

A continuation of DANC 1112. Summer only.

DANC 1210 (DNC 112T) Tap I (2-1)

Instruction and participation in tap dancing as part of the performing arts as well as an exploration of tap techniques with focus on style, rhythm and dynamics.

DANC 1211 (DNC 122T) Tap II (2-1)

A continuation of DANC 1210. Introduces concepts of group and solo work.

DANC 1212 (DNC 112C), 1213 (122C),**2212 (212C), 2213 (222C)****Dance Practicum (1-5)**

A practicum in dance as a performing art.

DANC 1341 (DNC 213) Ballet I (2-1)

Instruction and participation in ballet as part of the performing arts, plus exploration of ballet technique with emphasis on a long series of movements, beats, adagio, jumps, etc., while stressing clarity of movements as well as precision in execution.

DANC 1342 (DNC 213A) Ballet II (2-1)

Introduces variations from the classical and neo-classical repertoire.

Prerequisite: DANC 1341.

DANC 1345 (DNC 113)**Modern Dance I (2-1)**

Instruction and participation in modern dancing as part of the performing arts; includes exploring individual potential using self-awareness techniques in the areas of structure and alignment, breathing and relaxation and imaging and improvisation.

DANC 1346 (DNC 113A)**Modern Dance II (2-1)**

Introduces concepts of partnering along with solo group work.

Prerequisite: DANC 1345.

DANC 1347 (DNC 123) Jazz Dance I (2-1)

Instruction and participation in jazz dancing as part of the performing arts as well as an exploration of jazz technique with focus on style, rhythm and dynamics.

DANC 1348 (DNC 123A)**Jazz Dance II (2-1)**

Introduces concepts of solo and group work.

Prerequisite: DANC 1347.

DANC 2112 (DNC 211C)**Dance Practicum (0-3)**

Basic fundamentals and interpretations of dance with the principles and applications applied to the interpretation of modern and conventional dance. Summer only.

DANC 2113 (DNC 221C)**Dance Practicum (0-3)**

A continuation of DANC 2112. Summer only.

DANC 2303 (DNC 223A)**Dance Appreciation (3-0)**

A survey of primitive, classical and contemporary dance and its interrelationship with cultural developments and other art forms.

DANC 2341 (DNC 213B) Ballet III (2-1)

A continuation of the development of ballet technique including more complicated exercises at the barre and centre floor while stressing precision of movement.

Prerequisite: DANC 1342.

DANC 2342 (DNC 213C) Ballet IV (2-1)

Begins pointe for women and specialized beats and tours for men while developing individual proficiency and technical virtuosity.

Prerequisite: DANC 2341.

Dental Hygiene 8034

The purpose of the dental hygiene program is to prepare competent dental hygienists to meet the oral health care needs of the public. Through basic education in the dental hygiene program, students acquire knowledge and proficiency to become functioning members of the dental health care delivery team.

The program provides 24 months of theoretical and clinical training at the college level leading to the associate in applied science degree in dental hygiene.

Since enrollment in this program is limited to 24 places each year, those applying for admission must make application directly to the dental hygiene program office. See the Selected Admissions requirements in the admissions section of this catalog.

Priority consideration is given to those applicants whose college transcripts show completion of 12 semester hours of college academic courses with a GPA of 2.5 or higher.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed. Graduates who successfully pass the Dental Hygiene National Board examination are eligible to take state licensing exams in states where they plan to practice.

Science courses taken after application and acceptance to the Tyler Junior College dental hygiene program are expected to be taken at Tyler Junior College. Approval must be granted by the program coordinator and instructional division dean for enrollment in a science course at another college or university. Transfer credit for science courses completed at other colleges and universities prior to application and acceptance at Tyler Junior College will require individual consideration.

DENH 1201 (DH 112) Introduction to Dental Hygiene (6.4-6.4) (5 weeks)

A study of the role of the dental hygienist in preventive dentistry.

Prerequisite: Admittance to program.

DENH 1221 (DH 122)**Dental Materials (2-2)**

Identification, properties, manipulation, application and maintenance of materials used in dentistry.

Prerequisite: Admittance to program.

DENH 1222 (DH 122A) Pathology (2-0)

Basic pathology relevant to dental hygiene practice.

Prerequisite: BIOL 2401, 2402.

DENH 1223 (DH 122B)**Oral Pathology (2-0)**

A study of diseases affecting the oral cavity.

Prerequisite: DENH 1312.

DENH 1312 (DH 113)**Oral Anatomy and Physiology (3-2)**

Normal clinical appearance and functions of anatomical structures of the oral cavity, head and neck.

Prerequisite: Admittance to program.

DENH 1314 (DH 113D)**Oral Histology and Embryology (3-0)**

Microanatomy of oral cavities, development and function.

Prerequisite: Admittance to program.

DENH 1324 (DH 123C)**Dental Hygiene Clinic II (2-8)**

Study of treatment considerations for patients with special needs. Beginning clinical practice on patients.

Prerequisites: DENH 1413 and 1411.

DENH 1411 (DH 114)**Dental Hygiene Radiography (3-3)**

Radiographic techniques, processing and mounting and radiation safety procedures.

Prerequisite: Admittance to program.

DENH 1413 (DH 114C)**Dental Hygiene Clinic I (3-6)**

Theory and principles of instrumentation, current practices in infection control and hazard communication complying with OSHA guidelines.

Prerequisite: Admittance to program.

DENH 2141 (DH 221S) Seminar (1-0)

A study of practice management skills with emphasis on communicating with dental patients.

Prerequisite: Enrollment in second year DENH courses.

DENH 2231 (DH 212) Pharmacology (2-0)

Concepts of pharmacology in relation to dentistry.

Prerequisite: DENH 1222, 1223.

DENH 2232 (DH 212D)**Clinical Nutrition (2-0)**

Nutrition in dentistry including instruction in computing kilocalorie requirements for basal metabolism, activity, specific dynamic action and percentages of fat in the diet.

Prerequisite: CHEM 1305.

DENH 2242 (DH 212P)**Periodontology (2-2)**

A study of the etiology and characteristics of periodontal disease with correlation of clinical treatment.

Prerequisite: DENH 1324.

DENH 2333 (DH 213C)**Dental Hygiene Clinic III (2-12)**

Continuation of study on treatment considerations for patients with special needs with emphasis on maintenance and recall. Instrumentation and treatment planning for clinically difficult patients.

Prerequisite: DENH 1324.

DENH 2334 (DH 213H)**Community Dental Health I (3-1)**

Promotion of dental health in the prevention of dental disease and public health methods.

Prerequisite: DENH 1324.

DENH 2343 (DH 223C)**Dental Hygiene Clinic IV (2-12)**

Maintenance of clinical skills with emphasis on ethical and legal concepts relating to the dental hygienist. A study of state practice acts regulating dental hygiene.

Prerequisite: DENH 2333.

DENH 2344 (DH 223H)**Community Dental Health II (3-1)**

Implementation of community program plans and study of alternative practice settings in dental hygiene.

Prerequisite: DENH 2334.

Diagnostic Medical Sonography

This one-year curriculum is designed to prepare those who successfully complete it to perform diagnostic examinations using high frequency sound waves to visualize soft tissue structures as requested by a physician. Sonographers work in hospitals, clinics, laboratories and doctors' offices.

Enrollment in this program is limited to those who have already completed a two-year degree in an allied health related training program, i.e., registered nurse, radiologic technologist or respiratory therapist. See the Selected Admissions requirements in the admission section of this catalog.

All courses in this program must be completed with a grade of "C" or better to progress to the next course and students who successfully complete this program are awarded a certificate of proficiency.

DMST 1301 (DMS 113) Sonographic Physics (3-0)

The nature, generation and detection of ultrasound. Physical principles based on the wave nature of sound. Including wave propagation and wave properties such as velocity, reflection, refraction, attenuation, interference and diffraction. The basic components of an ultrasound detecting system are presented, including transducers and display systems for both A- and B-mode scanning. Methods of detecting motion are also discussed, including pulsed techniques, Doppler methods and real-time systems.

DMST 1302 (DMS 113A) Ultrasound Anatomy and Pathology I (3-0)

Sagittal and cross-sectional anatomy and their relationship to ultrasound findings. To develop the findings of pathological and physiological alteration on ultrasound examinations; and to develop the correlative changes with other imaging modalities.

DMST 1303 (DMS 113B) Abdominal Ultrasound (3-3)

Study and uses of ultrasound in its application in the diagnosis of disorders of the abdomen. Differential diagnosis and clinical pathology as related to disorders of the abdomen.

DMST 1304 (DMS 113C) Ultrasound Technology Practicum I (1-27)

Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMST 1320 (DMS 123) Ultrasound Principles and Techniques I (3-0)

The basic principles and techniques of diagnostic ultrasound. Modes of operation, imaging and display techniques and equipment standards. Role of ultrasound in patient management.

DMST 1321 (DMS 123A) Ultrasound Anatomy and Pathology II (3-0)

Sagittal and cross-sectional anatomy and their relationship to ultrasound findings. To develop the findings of pathological and physiological alteration on ultrasound examinations; and to develop the correlative changes with other imaging modalities.

DMST 1322 (DMS 123C) Obstetrics and Gynecology Ultrasound (3-3)

The applications and scanning methods of ultrasound in obstetrics and gynecology, non-pregnant uterus and early pregnancy examinations, estimation of gestational age, the placenta, late pregnancy, abnormal growth and development, amniocentesis, ectopic gestation, tumor and problems of pelvic inflammatory diseases and pelvic abscesses.

DMST 1323 (DMS 123D) Ultrasound Technology Practicum II (1-24)

Supervised clinical education experience in an ultrasound department at a hospital/clinic.

DMST 1331 (DMS 133) Special Studies in Ultrasound (3-0)

Overview of other modes involving ultrasound such as echocephalography, echocardiography, plethysmography, Doppler methods, etc.

DMST 1332 (DMS 133A) Departmental/ Ultrasound Administration (3-0)

Records maintenance, coding and indexing, fiscal management principles, personnel management and procedures, operational efficiency and effectiveness of ultrasound; quality control techniques.

DMST 1333 (DMS 133B) Ultrasound Principles and Techniques II (3-0)

Continuation of Ultrasound Principles and Techniques I.

DMST 1334 (DMS 133C) Ultrasound Practicum III (1-24)

Continuation of Ultrasound Practicum I and II.

Drafting

(See Computer-Aided Drafting and Design)

Economics

Students majoring in economics should see a faculty advisor for help in completing a course plan.

ECON 2301 (ECO 213) Prin I Macro (3-0)

An examination of fundamental economic concepts and principles including macro-economic theory, national income, employment, monetary policy, fiscal policy and international trade. Sophomore standing suggested.

ECON 2302 (ECO 223) Prin II Micro (3-0)

A study of contemporary economic issues and problems including micro-economic theory, value and price determination, revenues and costs, market structure and income distribution. Sophomore standing suggested.

Electronics Technology and Electricity Courses 8824

Electronics is a fast-growing and exciting high-tech industry, full of challenges as new technology emerges. As a knowledge-intensive, sunrise industry, electronics promises to be of increasing importance to the United States and to the world's economy. Recent advances in microelectronics and the semiconductor industry, microcomputer applications, artificial intelligence, robotics, LASERs and fiber optics, sophisticated communications equipment and alternate energy sources have led to an increased need for electronics technicians to maintain these high-

technology systems. Electronics technicians design, prototype, install, maintain, troubleshoot and repair equipment in electronics and related industries.

The electronics technology curriculum provides the students the opportunity to study digital electronics, microprocessors, industrial automation, robotics, electronic telecommunications and electrical power.

After successful completion of the two-year program, the student receives the associate in applied science degree.

ELEC 1370 (ELC 113I) Industrial Electricity/Electronics (3-3)

Fundamentals of electricity and electronics as related to industrial applications. Electrical wiring, electric motors and industrial electronic devices are emphasized.

ELEC 1371 (ELC 123I)

Industrial Power Applications (3-3)

An introduction to the generation, application and control of three-phase voltages including generators, transmission systems, transformers, three-phase motors and maintenance procedures.

Prerequisite: ELEC 1370.

ELEC 2370 (ELC 213I) Industrial Instrumentation and Motor Controls (3-3)

A study of electric motors and motor control devices common to a modern industrial environment. Relay controls, programmable controllers, ladder logic diagrams, microcontrollers and systematic maintenance and troubleshooting techniques are included.

Prerequisite: ELEC 1371.

ELTE 1311 (ELC 113A)

DC and AC Circuit Analysis (3-3)

An introduction to analog electronics including resistors, inductors and capacitors in DC and AC circuits. Ohm's Law, network theorems, the j-operator, resonance and filters are emphasized.

Prerequisite: TMTH 1301 or concurrent enrollment.

ELTE 1312 (ELC 123A) Semiconductor and Microelectric Devices (3-3)

A study of semiconductor devices and circuits including diodes, transistors, industrial control devices, operational amplifiers, and analog microelectronic integrated circuits. Power supply circuits and amplifiers are emphasized.

Prerequisite: ELTE 1311.

ELTE 1321 (ELC 113D)**Digital Logic Circuit Analysis (3-3)**

An introduction to digital electronics including combinational logic circuit design and troubleshooting. Digital logic gates, Boolean algebra and Karnaugh maps are emphasized in the analysis of adders, encoders/decoders, multiplexers/demultiplexers and arithmetic logic units.

ELTE 1322 (ELC 123D) Digital Systems and Microprocessors (3-3)

Advanced digital concepts and an introduction to microprocessor system architecture including sequential logic circuits, counters, registers, programmable logic devices and memory devices.

Prerequisite: ELTE 1321.

ELTE 1332 (ELC 123M)**Assembly Language Programming for Microprocessors (3-3)**

Machine and assembly language programming for microprocessors and microcomputers with an emphasis on problem solving, diagnostic software and troubleshooting techniques.

ELTE 1342 (ELC 123R) Industrial Electronics and Process Control (3-3)

Industrial control devices and applications including transformers, brushless and stepper DC motors, three-phase AC circuits, transducers, process control instrumentation and programmable controllers.

Prerequisites: ELTE 1311 and 1321.

ELTE 1351 (ELC 113F)**Electronic Design and Fabrication (3-3)**

An introduction to electronic circuit fabrication techniques, including schematic diagrams, soldering, printed circuit board design and printed circuit board production. The student constructs several electronics projects using a wide range of electronics components.

ELTE 1361 (ELC 113E)**Basic Electronics Survey (3-0)**

A survey of basic electronics for those students not majoring in electronics engineering technology. Introduces students to a wide variety of components and equipment most common to industry.

ELTE 1372 (ELC 123K) Introduction to Computer Hardware (3-0)

Explores fundamental computer hardware and its relationship to software and

logic. For hobbyists and computer science students.

ELTE 2313 (ELC 213T)**Electronic Communications (3-3)**

The concepts and circuits of electronic communications systems including transmitters, receivers, and antenna systems as related to high-frequency and microwave propagation.

Prerequisite: ELTE 1312.

ELTE 2314 (ELC 223T)**Telecommunications (3-3)**

A study of modern telecommunication systems including telephone switching, digital modulation techniques, LASERS and fiber optics, satellite communications and telecommunications networks.

Prerequisites: ELTE 2333 and ELTE 2313.

ELTE 2333 (ELC 213M) Microprocessor Systems Architecture (3-3)

Microprocessor systems architecture including the design, prototyping and troubleshooting of a microcomputer system. The student constructs a single-board microprocessor-based computer.

Prerequisites: ELTE 1322 and ELTE 1332.

ELTE 2334 (ELC 223M)**Microprocessor Interfacing (3-3)**

Hardware and software interfacing techniques used in interfacing microcomputers to peripheral devices and data communication networks.

Prerequisite: ELTE 2333.

ELTE 2343 (ELC 213R)**Industrial Automation (3-3)**

Applications of programmable controllers, microcontrollers and industrial process control systems to the automation of manufacturing and processing industries. Electronic devices, power control circuitry, pulse modulation, telemetry and data communications are emphasized.

Prerequisite: ELTE 1342.

ELTE 2344 (ELC 223R)**Industrial Robotics (3-3)**

Industrial automation applications including robotics, computer-integrated manufacturing, flexible manufacturing systems and artificial intelligence. Hydraulic, pneumatic and electrical drive systems are included.

Prerequisites: ELTE 2343 or 2363.

Emergency Medical Technology 8040

The emergency medical technology program offers courses for state certification and for a two-year associate degree in applied science.

The student will be eligible to apply for certification as an emergency medical technician, emergency medical technician-intermediate, and emergency medical technician-paramedic. Certification at the state level may be achieved without completion of the requirements for degree. All courses are approved by the certifying organization, the Texas Department of Health Bureau of Emergency Management.

All courses of the emergency medical technology curriculum must be completed with a "C" or better to be eligible to take the state exam or progress to the next level course.

Enrollment in this program is limited.

See the Selected Admissions requirements in the admissions section of this catalog.

EMMT 1110 (EMT 111)

Clinical Practice I (0-3)

Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMMT 1410.

EMMT 1120 (EMT 121)

Clinical Practice II (0-9)

Laboratory experience in emergency medical settings under the general supervision of the program director. Must be taken concurrently with EMMT 1420.

EMMT 1320 (EMT 123)

Mathematics for EMT (3-0)

The application of mathematics to problem solving in emergency medical technology, including the metric system, ratios and proportions, dilution calculations, percentages, IV calculations and oxygen administration calculations.

EMMT 1410 (EMT 114)

Emergency Medical Procedures I (3-5.25)

Basic emergency care with emphasis on skills-development. Lectures include multiple trauma and acute intervention as applicable to EMT situations. Clinical time includes a minimum number of ambulance runs and hospital training as required by state law.

EMMT 1420 (EMT 124)

Emergency Medical Procedures II (3-5)

Advanced emergency skills, shock and respiratory management.

EMMT 2210 (EMT 212)

Clinical Practice III (0-13)

Continuation of EMMT 1120. Must be taken concurrently with EMMT 2410.

EMMT 2220 (EMT 222)

Clinical Practice IV (0-13)

Clinical applications for sophomore emergency medical technician students. Must be taken concurrently with EMMT 2420.

EMMT 2320 (EMT 223S)

Special Topics (3-0)

Topics will be determined by the program director and the medical director and will reflect current practices and equipment in specialized areas of pre-hospital emergency medical care. May be repeated for credit when topic changes.

EMMT 2410 (EMT 214) Emergency

Medical Procedures III (3-5)

Advanced pulmonary, medical and trauma related emergencies, prehospital emergency medical pharmacology, advanced cardiac life support and cardiovascular emergencies.

EMTT 2411 (EMT 224A)

Emergency Care (3-3)

Emergency medical techniques applicable to related health professions; CPR, medical aids to breathing, bandaging, splinting, traction, lifting and moving and vital signs. (Meets ECA requirements)

EMMT 2420 (EMT 224) Emergency

Medical Procedures IV (3-5)

Emergency medical procedures relating to all human systems, including respiratory, cardiovascular, neurological, reproductive, endocrine, integumentary and skeletal, and management of behavioral emergencies, the emotionally disturbed, and mass casualty incident management.

Engineering

The engineering program at Tyler Junior College is designed to meet the needs of the first two years of a four- or five-year engineering degree program.

Colleges and universities no longer allow advanced algebra and college trigonometry to apply toward a degree in engineering. In order for a student to follow a four-year program for a degree in these fields, it is desirable that the student take Calculus I with analytic geometry (Mathematics 2313) the first semester of the freshman year.

It is recommended that all engineering majors, except those with an unusually strong background in high school mathematics, take precalculus (Mathematics 2312) and plane trigonometry (Mathematics 1316) during the summer prior to the first semester of the freshman year. This should be done to provide an adequate background for calculus with analytic geometry.

A grade of "C" or better must be earned in order to continue in sequential mathematics courses.

ENGR 1110 (EGR 111) **Introduction to Engineering (1-0)**

Fields and opportunities within the scope of professional work.

ENGR 1120 (EGR 121) **Engineering Analysis (1-0)**

Analyzing and solving engineering problems including computational methods and devices.

ENGR 1304 (EGR 113) **Engineering Design Graphics I (3-3)**

An introduction to the theory and practice of sketching, working drawings, pictorial drawings, dimensioning, and computer graphics while stressing line values, lettering, and industrial applications.

ENGR 1305 (EGR 123) **Engineering Design Graphics II (3-3)**

A study of the problem solving principles of orthographic projection and descriptive geometry.

Prerequisite: ENGR 1304.

ENGR 2301 (EGR 213) **Engineering Mechanics I (Statics) (3-0)**

Newton's laws as applied to introductory rigid body statics and analysis of structures, frames and beams.

Prerequisites: Credit or registration for MATH 2314 and PHYS 2425.

ENGR 2302 (EGR 223A) Engineering Mechanics II (Dynamics) (3-0)

Newton's laws, work-energy, impulse momentum methods applied to kinematics and dynamics of particles, systems of particles and rigid bodies.

Prerequisites: ENGR 2301 and MATH 2314.

ENGR 2304 (MTH 123D) **Computing for Engineers (3-1)**

Algorithms, programs and computers in engineering applications with numerical analysis using FORTRAN language.

Prerequisite: Credit or registration for MATH 2314.

English

A student majoring in English should see a Tyler Junior College faculty advisor for help in completing a course plan.

ENGL 0101 (ENG 011W) **Writing Laboratory (1-2)**

Designed to identify deficiencies and improve writing skills necessary for college-level academic work.

ENGL 0104 (ENG 041E) **English Review (1-0)**

Review and practice in both recognizing various elements of effective writing and also composing original writing samples that effectively communicate a whole message to a specified audience for a stated purpose.

Prerequisite: Consent of program director.

ENGL 0301 (ENG 013E) **Developmental English I (3-0)**

Written communication with emphasis on fundamentals of basic grammar and usage, sentence structure, and paragraph/essay development using standard American English.

(Required of students who do not present qualifying TASP or local English placement test scores.)

ENGL 0302 (ENG 023E)**Developmental English II (3-0)**

Review of basic sentence skills taught in English 0310 but with emphasis on writing logically developed short essays in standard American English.

(Required of students who do not present qualifying TASP test scores.)

ENGL 0311 (ENG 013P)**Spelling and Phonics (3-0)**

Emphasizes mastery of the most commonly misspelled words, spelling and syllabication rules, consonant and vowel spellings, dictionary usage and pronunciation symbols.

ENGL 1301 (ENG 113) Composition (3-0)

Directed study of rhetorical principles through reading types of composition while developing the student's ability to think for himself and to express his thoughts in correct, clear language. May be taken through instructional television.

Prerequisite: Qualifying TASP or local English placement test scores.

ENGL 1302 (ENG 123) Composition (3-0)

A continuation of writing principles emphasizing critical and analytical thinking through the study of literature as well as directed study in techniques of writing a research paper.

Prerequisite: ENGL 1301.

ENGL 2311 (ENG 123B) Technical and Business Writing (3-0)

Technique of verbal efficiency in business letters, job applications and resumes and various types of engineering and scientific reports with methods of gathering and organizing of material to be presented in oral and/or written form. Required in technological and engineering plans.

Prerequisite: ENGL 1301.

ENGL 2322 (ENG 213B)**British Literature (3-0)**

A survey of the major works, writers and themes of English literature beginning with Anglo-Saxon poetry and continuing through the eighteenth century emphasizing extensive reading and class discussions.

Prerequisite: ENGL 1302.

ENGL 2323 (ENG 213E)**British Literature (3-0)**

A survey of the major works writers and themes of English literature beginning with the Romantic period poetry and continuing to the twentieth century emphasizing extensive reading and class discussions.

Prerequisite: ENGL 1302.

ENGL 2326 (ENG 213L)**American Literature (3-0)**

A survey of representative writers and literary trends from the Colonial Period through the Romantic Period.

Prerequisite: ENGL 1302.

ENGL 2327 (ENG 223L)**American Literature (3-0)**

A survey of representative writers and literary trends from the Period of Realism to the present.

Prerequisite: ENGL 1302.

ENGL 2331 (ENG 213)**World Literature (3-0)**

A study of the masterpieces of Western world literature from Homer through the Renaissance.

Prerequisite: ENGL 1302.

ENGL 2332 (ENG 223)**World Literature (3-0)**

A study of the masterpieces of Western world literature from the Neoclassic Period to the twentieth century, advanced composition and formal research paper.

Prerequisite: ENGL 1302.

ENGL 2342 (ENG 213A)**Survey of Short Fiction (3-0)**

A course of short fiction selections with emphasis on analytical compositions, advanced composition and literature.

Prerequisite: ENGL 1302.

ENGL 2352 (ENG 213S)**Selected Studies in Literature (3-0)**

Intensive reading in single areas unified by theme or disciplinary content with topic made available each semester prior to registration.

Prerequisite: ENGL 1302.

ENGL 2353 (ENG 223S)**Selected Studies in Literature (3-0)**

Intensive reading in single areas unified by genre or major author with topic made available each semester prior to registration.

Prerequisite: ENGL 1302.

English as a Second Language

ESOL 0311 ESL English I (3-0)

Development of controlled paragraphs using a variety of organizational structures and logic patterns of English. Introduces basic elements of English grammar.

ESOL 0312 ESL English II (3-0)

Process of paragraph writing and the characteristics of effective paragraph structure. Reviews grammar points from ESOL 0311 and introduces adverb, adjective and noun clauses.

ESOL 0313 ESL English III (3-0)

Modes of discourse in expository writing for academic purposes. Reviews grammar points from ESOL 0311 and ESOL 0312 and analyzes complex elements of those points.

ESOL 0321 ESL Reading I (3-0)

Specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion and the use of campus resources such as labs and libraries.

ESOL 0322 ESL Reading II (3-0)

Continuation of language development through reading comprehension and vocabulary building. Introduction of paragraph organization, idiom study and adaptation of reading rate for different purposes.

ESOL 0323 ESL Reading III (3-0)

Continuation of concepts taught in previous reading classes with more emphasis on reading skills and critical thinking skills relating to academic topics and literature.

ESOL 0331 ESL Listening/ Speaking I (3-0)

Development of public/academic speaking skills and the preparation of oral presentations requiring formal rhetorical skills. (intonation and stress patterns are practiced.)

ESOL 0332 ESL Listening/ Speaking II (3-0)

Development of intermediate academic speaking skills through situational activities. Expressing ideas in small groups and learning to understand and react appropriately to ideas expressed by others.

Farm and Ranch Management 5025

Many of the agriculture operations in the East Texas area are a combination of farming and ranching. This two-year program is designed for the student who is interested in farming and ranching or agricultural business as a career.

Both technical knowledge and management skills will be emphasized to prepare the graduate for a career in farm and ranch management, agriculture sales, agriculture marketing or agriculture management.

Students successfully completing this two-year program are awarded the associate in applied science degree.

Those completing all farm and ranch management courses listed in the curriculum with a minimum of a "C" average are awarded a certificate of proficiency.

FRMG 1301 (RMG 113)

Principles of Soil Management (3-6)

Methods and problems in pasture management, care of pastures, hay production and types of soil and its relationship to grasses and legumes.

FRMG 1302 (RMG 113A) Principles of Animal Husbandry (3-6)

Types and breeds, market classes, grade of farm animals and phases of feeding, breeding and production.

FRMG 1303 (RMG 113C)

Farm Buildings and Construction (2-4)

Construction of farm buildings, fences, corrals, feedlots and basic skills in farm carpentry which include design, planning and construction.

FRMG 1321 (RMG 123A) Agriculture Economics and Finance (3-0)

National economic problems relating to farms and ranches, making loans and methods of determining loan needs.

FRMG 1322 (RMG 123D)

Farm Power Machinery (2-4)

Operation and service of farm equipment and proper crop production using power equipment.

FRMG 1323 (RMG 123F)**Principles of Feed Production (3-6)**

Production, harvesting and storage of cereal and feed grains, fiber crops, forage crops and pasture grasses both summer and winter.

FRMG 1601 (RMG 116S)**Ranch Training On-The-Job (3-37)**

Required work on a ranch or in an agribusiness firm during six weeks of the summer on a co-op basis between the College and employer.

Prerequisite: Students must have completed a minimum of 9 semester hours in farm and ranch management courses.

FRMG 2310 (RMG 213A) Livestock**Rations and Application (3-6)**

Feed materials, relative values and adaptability for livestock, nutrient requirements, balancing, formulating rations and methods of feeding animals.

FRMG 2320 (RMG 223)**Animal Health (3-6)**

Farm animal health including parasites, diseases of livestock, handling diseased animals, basic anatomy and physiology.

FRMG 2321 (RMG 223A)**Farm and Ranch Records (3-0)**

Principles of farm bookkeeping with each student developing farm and ranch accounts.

FRMG 2322 (RMG 223B) Principles of Beef Cattle Production (3-6)

Beef production as relating to farm and ranch marketing problems, beef cattle systems, handling, fitting, showing and breed associations.

FRMG 2323 (RMG 223C) Principles of Agricultural Marketing (3-3)

Basic knowledge of market grades, market trends, types of markets, cattle futures market and selling techniques of classes of livestock.

FRMG 2324 (RMG 223D) Principles of Livestock Reproduction (3-6)

Reproductive processes in farm animals, collection and storage of semen and causes of sterilization in males and females.

FRMG 2325 (RMG 223E)**Farm Shop II (1-4)**

Special topics welding course in which content may vary and may be repeated but the course will only apply once toward graduation.

FRMG 2410 (RMG 214) Farm Shop (3-6)

Practice in farm machinery repair, maintenance, welding, metal work and general farm shop.

Fire Protection Technology 6821

This two-year program leads to the associate in applied science degree in fire protection technology, is in accordance with public law and sets forth approved or certified courses as approved by the Commission on Fire Protection. This commission is composed of representatives of the Texas Education Agency and the Coordinating Board.

FIRE 1309 (FPT 113H)**Fire Science Chemistry I (3-0)**

Provides the student with a basic understanding of organic and inorganic chemistry.

FIRE 1310 (FPT 113G)**Urban Fire Problem Analysis (3-0)**

The assessment and analysis methods used to study urban fire problems.

FIRE 1311 (FPT 113)**Fundamentals of Fire Protection (3-0)**

Introduces the student to the history and philosophy of fire protection.

FIRE 1312 (FPT 113A)**Industrial Fire Protection I (3-0)**

Introduces the student to the concerns and safeguards of fire protection programs in industry.

FIRE 1315 (FPT 113C) Advanced Fire Loss Statistical Systems (3-0)

A study of storing, retrieving and using data related to fire loss statistics.

FIRE 1316 (FPT 113B)**Fire Safety Education (3-0)**

Surveys the physical, chemical and electrical hazards in fire protection including related laws, codes and problems.

FIRE 1317 (FPT 113F)**Fire Service Communications (3-0)**

The installation, operation and testing of fire alarm systems and types of communications by modern fire departments.

FIRE 1318 (FPT 113D)**Fire Insurance Fundamentals (3-0)**

The relationship between fire defenses, fire losses and insurance rates.

FIRE 1319 (FPT 113E)**Legal Aspects of Fire Protection (3-0)**

A review of the legal rights, duties and responsibilities of a fire department in carrying out its duties.

FIRE 1322 (FPT 123B)**Industrial Fire Protection II (3-0)**

Examines the problems and programs of industrial fire protection.

FIRE 1323 (FPT 123)**Fire Protection Systems (3-0)**

A study of standards for fire hazard protection systems.

FIRE 1324 (FPT 123A)**Fire Prevention (3-0)**

The objectives, principles, techniques and procedures of fire prevention programs.

FIRE 1329 (FPT 123H)**Fire Science Chemistry II (3-0)**

A continuation of FIRE 1309 with emphasis on hazardous chemicals.

Prerequisite: FIRE 1309.

FIRE 2311 (FPT 213)**Fire Administration I (3-0)**

A study of fire department management and related problems.

FIRE 2312 (FPT 213A) Building Codes and Construction (3-0)

A study of building and construction with emphasis on fire-resistant materials.

FIRE 2313 (FPT 213B)**Fire and Arson Investigation (3-0)**

A study of arson investigation techniques and related criminal procedures.

FIRE 2314 (FPT 223)**Hazardous Materials I (3-0)**

Examines the behavior of various materials that burn or react violently.

FIRE 2315 (FPT 223B) Fire Fighting Tactics and Strategy (3-0)

Emphasis on preplanning studies and decision-making in conflagration problems.

FIRE 2321 (FPT 223A)**Fire Administration II (3-0)**

Examines training, preparation of budgets, insurance rates and related topics.

FIRE 2323 (FPT 223D)**Arson Investigation II (3-0)**

Techniques of fire investigations, fire patterns identification, crime scene investigation, motives or arsonists, the proper handling and submission of evidence.

Prerequisite: FIRE 2313 or consent of program director.

FIRE 2324 (FPT 223C)**Hazardous Materials II (3-0)**

Examines storing, handling and fire fighting techniques associated with hazardous materials.

Prerequisite: FIRE 1309 and 2314.

Foreign Language

A student majoring in foreign language should see the foreign language director for help in completing a course plan.

French

FREN 111 (FR 211)**Language Practicum (1-0)**

Additional individualized study to build vocabulary orally with written reinforcement; may be repeated with change of topic.

Prerequisite: FREN 1300, 1411 or with consent of program director.

FREN 1300 (FR 113)**Conversational French I (3-0)**

An introduction to French language and culture through conversational patterns using audio-visual materials with emphasis on oral performance; for beginning students.

FREN 1310 (FR 123)**Conversational French II (3-0)**

A continuation of FREN 1300.

Prerequisite: FREN 1300 or equivalent.

FREN 1411 (FR 114)**Elementary French I (3-2)**

An audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

FREN 1412 (FR 124)**Elementary French II (3-2)**

Continuation of FREN 1411.

Prerequisite: FREN 1411 or equivalent.

FREN 2311 (FR 213)**Intermediate French I (3-0)**

An intensive review of French grammar through readings in history, language and culture with audio cassettes and film; emphasis on oral language skills; conducted mainly in French.

Prerequisite: FREN 1412 or equivalent.

FREN 2312 (FR 223)**Intermediate French II (3-0)**

Continuation of FREN 2311.

Prerequisite: FREN 2311 or equivalent.

German**GERM 1411 (GER 114)****Elementary German I (3-2)**

The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

GERM 1412 (GER 124)**Elementary German II (3-2)**

A continuation of GERM 1411.

Prerequisite: GERM 1411 or equivalent.

Spanish**SPAN 1111 (SPN 211)****Language Practicum (1-0)**

Additional individualized study to build vocabulary orally with written reinforcement; may be repeated with change of topic.

Prerequisite: SPAN 1300, 1411 or consent of program director.

SPAN 1300 (SPN 113)**Conversational Spanish (3-0)**

An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual materials with an emphasis on oral performance; for beginning students.

SPAN 1310 (SPN 123)**Conversational Spanish (3-0)**

A continuation of SPAN 1300.

Prerequisite: SPAN 1300 or consent of program director.

SPAN 1411 (SPN 114)**Elementary Spanish I (3-2)**

The audio-lingual approach with extensive use of audio and video cassettes to teach all facets of the language in a cultural setting; for beginning students.

SPAN 1412 (SPN 124)**Elementary Spanish II (3-2)**

A continuation of SPAN 1411.

Prerequisite: SPAN 1411 or equivalent.

SPAN 2311 (SPN 213)**Intermediate Spanish I (3-0)**

Advanced Spanish grammar, vocabulary building and review of all verb forms for composition in an audio-video format; conducted mainly in Spanish.

Prerequisite: SPAN 1412 or equivalent.

SPAN 2312 (SPN 223)**Intermediate Spanish II (3-0)**

A continuation of SPAN 2311. Includes a novel of a major Hispanic author along with a more in-depth look at verbal patterns.

Prerequisite: SPAN 2311 or equivalent.

Geography

A student majoring in geography should see a Tyler Junior College faculty advisor for help in completing a course plan.

GEOG 1303 (GGR 223)**World Geography (3-0)**

Studies the earth, its climatic regions, the relation of human activities to physical environments and major cultural divisions; special emphasis on selected regions and countries.

Geology

A student majoring in geology should see a Tyler Junior College faculty advisor for help in completing a degree plan. Other geology courses offered on demand: mineralogy, petrology, geomorphology and invertebrate paleontology.

GEOL 1401 (GEOL 114T)

Earth Science (3-3)

Studies physical geologic processes modifying the earth's surface and historically retraces the physical and life history of the earth. Lab work includes the study of minerals, rocks and fossils.

This course will NOT substitute for Geology 1403 or 1404.

GEOL 1403 (GEOL 114)

General Geology (3-3)

Reviews physical geology processes modifying the earth's surface, materials and features of the earth's crust with lab work in map reading, identification of rocks and minerals.

GEOL 1404 (GEOL 124)

General Geology (3-3)

Historical geology: history of the earth through geologic times revealed by rocks and fossils and the origin and development of plant and animal life.

GEOL 1405 (GEOL 114E)

Environmental Geology (3-3)

A study of the interrelation of man and his geologic environment; includes current topics related to the conservation and utilization of natural resources.

Government

A student majoring in government should see a Tyler Junior College faculty advisor for help in completing a course plan.

GOVT 2301 (GOV 223)

American State Government (3-0)

Areas of study indicate the nature, organization and general principles of state and local governments within the United States and Texas constitutional framework with particular attention to these forms in Texas. Satisfies the state requirements for teacher certification. Sophomore standing is suggested. This

course is also offered through instructional television.

GOVT 2302 (GOV 213)

American Government (3-0)

A functional study of the American constitutional governmental system, of the origins, developments and present-day problems of the national government and of the rights, privileges and obligations of citizenship. Sophomore standing suggested. This course is also offered through instructional television.

Graphic Arts/ Photography 6238

Students successfully completing this program receive the associate in applied science degree.

This is a two year, post secondary, technical program designed to meet the needs of the student desiring to enter the field of visual communications, graphic arts and commercial photography.

GRAA 1301 (GAP 113)

Basic Photography (2-4)

Basic requirements of black and white photography, camera use, film development and print making.

GRAA 1302 (GAP 113A)

Basic Graphics (2-4)

Basic principles of graphic design and layout including artwork and images for graphic reproduction.

GRAA 1303 (GAP 113B)

Introduction to Photography I (3-0)

A non-laboratory course covering basic 35mm camera and equipment usage, subject composition and basic photographic techniques.

GRAA 1304 (GAP 113C)

Introduction to Graphic Arts (3-0)

A non-laboratory course covering the equipment, processes, elements and phases of graphic arts.

GRAA 1305 (GAP 113D)

Introduction to Photography II (3-0)

A non-laboratory course exploring advanced 35mm camera and equipment use techniques and subject composition.

Prerequisite: GRAA 1303 or consent of the program director.

GRAA 1306 (GAP 113E)
Video Camera Techniques (2-4)
Basic video camera techniques including video and audio planning.

GRAA 1307 (GAP 113F)
Airbrush Techniques (2-4)
Basic airbrush techniques, procedures and equipment.

GRAA 1308 (GAP 113G)
Desktop Publishing I (2-4)
Entry-level desktop publishing for industry.

GRAA 1309 (GAP 113H)
Silk Screen and Sign Painting (2-4)
Basic skills and techniques of silk screen printing and sign painting using the graphic arts process.

GRAA 1310 (GAP 113J)
Computer Typesetting (2-4)
Basic graphic arts typesetting using the computer.

GRAA 1321 (GAP 123)
Advanced Photography (2-4)
Advanced applications in exposure and process control of black and white negatives and prints.
Prerequisite: GRAA 1301 or consent of the program director.

GRAA 1322 (GAP 123B)
Reproduction Layout and Design (2-4)
Principles of planning design and layout preparation of images used in photo-conversion for graphic arts.
Prerequisite: GRAA 1302 or consent of the program director.

GRAA 1328 (GAP 123G)
Desktop Publishing II (2-4)
Advanced desktop publishing.
Prerequisite: GRAA 1308 or consent of the program director.

GRAA 2301 (GAP 213)
Commercial Photography I (2-4)
Commercial photography with emphasis on fashion, architecture, industry and advertising using large format cameras.
Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2302 (GAP 213A)
Photographic Reproduction (2-4)
Methods of converting camera-ready images to the printed page.
Prerequisite: Concurrent enrollment in GRAA 1302 or consent of program director.

GRAA 2303 (GAP 213C)
Color Photography I (2-4)
Concentrated practice in exposing and processing transparencies and color negatives with emphasis on color printing.
Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2321 (GAP 223)
Portrait Photography (2-4)
Lighting, posing and composition techniques used in studio, outdoor and environmental portraiture.
Prerequisite: GRAA 1321 or consent of the program director.

GRAA 2322 (GAP 223A)
Graphic Reproduction (2-4)
Color registration printing and general shop operations as applied to four-color printing.
Prerequisites: GRAA 1302 and 2302 or consent of the program director.

GRAA 2323 (GAP 223B) Commercial Advertising Techniques (2-4)
Modern commercial advertising techniques employed with four-color separation.
Prerequisites: GRAA 1302 and 2302 or consent of the program director.

GRAA 2324 (GAP 223C)
Color Photography II (2-4)
Color sensitometric evaluation procedures used in color negative printing and direct and indirect printing via transparencies.
Prerequisite: GRAA 2303 or consent of the program director.

GRAA 2325 (GAP 223D)
Commercial Photography II (2-4)
Additional experience in the use of the large format camera and completion and presentation of a portfolio.
Prerequisite: Student must have completed at least 24 hours of GRAA courses before enrolling.

Health and Kinesiology

A student majoring in health and/or kinesiology should see a Tyler Junior College faculty advisor for help in completing a course plan.

The purpose of the health and kinesiology program is to provide a comprehensive curriculum and teaching strategies designed to enhance the total health-related fitness of students. Additionally, the curriculum provides a "core curriculum" for students who plan to become professionals in vocations related to kinesiology, sport sciences and health.

The curriculum stresses student participation, development, problem-solving skills and independence. PHED 1101 is required for all degrees.

INJURY DISCLAIMER—The College will not pay for medical expenses incurred by a student injured in a class-related activity.

PHED 1101 (HK 111) Physical Fitness and Health Concepts (1-2)

Practical concepts of health-related fitness including benefits of proper nutrition, exercise, personal well-being, and adverse effects of drug abuse; individual fitness assessments and development of a personal well-being program required of all students.

Health and Kinesiology activity courses are offered in these areas:

PHED 1102 (HK 111A) Athletics Conditioning (0-3)

Conditioning for first semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, Apache Band, Apache Belles and cheerleaders.

PHED 1103 (HK 121A) Athletics Conditioning (0-3)

Conditioning for second semester, freshman year of extracurricular activities, such as varsity football, basketball, tennis, and Apache Band, Apache Belles and cheerleaders.

PHED 1104 (HK 111X) Physical Conditioning (0-3)

The course will develop aerobic endurance, muscular strength and flexibility. Conditioning will be developed through a variety of training techniques such as continuous running, interval training, weight lifting, calisthenics and stretching.

Prerequisite: PHED 1101.

PHED 1105 (HK 111S) Non-Swimmers (0-3)

A beginning level swimming class designed for students who are not able to swim; successful students will achieve at least the A.R.C. Beginning Swim level.

PHED 1106 (HK 121S) Intermediate Swimming (0-3)

Designed for students with some deep water swimming ability; focuses on basic stroke improvement; successful students will achieve at least the A.R.C. Intermediate Swim level.

PHED 1107 (HK 211E) Beginning Tennis (0-3)

Introduction to tennis; teaches scoring, rules, and basic strokes.

PHED 2101 (HK 211A) Athletics Conditioning (0-3)

Conditioning for sophomore year of extracurricular activities such as varsity football, basketball, tennis, Apache Band, Apache Belles and cheerleaders.

PHED 2102 (HK 221A) Athletics Conditioning (0-3)

Conditioning for sophomore year of extra-curricular activities such as varsity football, basketball, tennis, and Apache Band, Apache Belles and cheerleaders.

PHED 2103 (HK 221E) Intermediate Tennis (0-3)

Assumes student possesses scoring, rules and stroke ability; covers stroke improvement and strategy.

PHED 2104 (HK 211F) Adaptive Physical Conditioning (0-3)

Designed for students with unique physical needs, such as multiple sclerosis, blindness, physician restrictions.

PHED 2105 (HK 211H) Beginning Scuba Diving (0-3)

Leads to YMCA certification which will enable the rental of scuba gear.

PHED 2106 (HK 211I)
Beginning Softball (0-3)
Introduction to softball; teaches fundamentals of fielding and batting.

PHED 2107 (HK 211J)
Beginning Badminton (0-3)
Introduction to badminton; teaches rules, scoring, grips, strokes, and doubles play.

PHED 2108 (HK 211K)
Beginning Basketball (0-3)
Fundamentals of shooting, dribbling, passing, defensive position, basic offensive plays.

PHED 2109 (HK 211L)
Beginning Weight Training (0-3)
Introduction to weight lifting, covering basic safety, proper execution of lifts, basic anatomy and principles of muscular strength development.

PHED 2110 (HK 211M)
Beginning Archery (0-3)
Introduces the archery tackle; presents fundamentals of holding the bow, drawing the bow, gripping the string and scoring.

PHED 2111 (HK 211N)
Beginning Soccer (0-3)
Introduction to soccer covering position, basic rules, and basic ball skills.

PHED 2112 (HK 211P) Speedball (0-3)
Introduction of the game of speedball which is a combination of soccer and team handball.

PHED 2113 (HK 211Q)
Beginning Golf (0-3)
Introduction to golf; covers grips, clubs, and proper swing.

PHED 2114 (HK 211R)
Beginning Aerobic Dance (0-3)
Introduction to aerobic dance, covers basic fitness concepts, exercise and dance steps; includes physical assessments.

PHED 2115 (HK 211S)
Swim Conditioning (0-3)
Designed for students who are using swimming to achieve physical fitness; covers basic physical fitness concepts, and assumes at least A.R.C. Intermediate Swimming level.

PHED 2116 (HK 211V)
Beginning Volleyball (0-3)
Introduction to volleyball; teaches fundamentals of serving, passing, blocking, alignment of players, and rules.

PHED 2117 (HK 211W)
Beginning Racquetball (0-3)
Introduction to racquetball; covers grip, rules, scoring, strokes, and shots.

PHED 2118 (HK 211Y)
Beginning Bowling (0-3)
Introduction to bowling; covers rules, scoring, grips, approaches, deliveries and beginning aiming techniques.

PHED 2119 (HK 211Z)
Beginning Martial Arts (0-3)
Introduction to a martial art form.

PHED 2121 (HK 221F)
Adaptive Physical Conditioning (0-3)
Continuation of PHED 2104, based upon the needs of the student and physical ability.

PHED 2123 (HK 221H)
Intermediate Scuba Diving (0-3)
The successful student will receive advanced YMCA certification. The class requires PHED 2105 or equivalent as a prerequisite.

PHED 2124 (HK 221I)
Intermediate Softball (0-3)
Assumes ability to field and bat; further develop abilities to field, bat, and throw, and also learn scoring and strategy.

PHED 2125 (HK 221J)
Intermediate Badminton (0-3)
Assumes ability to score and perform basic strokes; leads to improvement of strokes, and development of advanced strokes and strategies of play.

PHED 2126 (HK 221K)
Intermediate Basketball (0-3)
Improves shooting, dribbling and passing; develops offensive and defensive strategies and skills.

PHED 2127 (HK 221L)
Intermediate Weight Training (0-3)
Assumes basic knowledge of safety and lifting techniques; builds on these skills and expands lifting program developed in PHED 2109.

PHED 2128 (HK 221M)**Intermediate Archery (0-3)**

Improve basic techniques of archery, practice different classifications of target archery rounds.

PHED 2129 (HK 221N)**Intermediate Soccer (0-3)**

Assumes knowledge of rules, position, basic ball skills; will further develop ball skills and strategy.

PHED 2130 (HK 221Q)**Intermediate Golf (0-3)**

Assumes knowledge of grips, swing, clubs; will further improve swing, develop shot and ball placement capabilities.

PHED 2131 (HK 221R)**Intermediate Aerobic Dance (0-3)**

Assumes basic knowledge of fitness concepts, exercise, and dance steps, and adds more choreographic skills.

PHED 2132 (HK 221V)**Intermediate Volleyball (0-3)**

Assumes ability to serve, pass, and block; builds on these skills and introduces advanced alignments for offensive and defensive strategies.

PHED 2133 (HK 221W)**Intermediate Racquetball (0-3)**

Assumes current ability to score and execute basic shots; leads to further development of shots and teaches refereeing of matches and strategy.

PHED 2134 (HK 221Z)**Intermediate Martial Arts (0-3)**

Advanced study and development of skill in a martial art form.

PHED 2201 (HK 212S)**Emergency Water Safety (1-2)**

Replaces or is the equivalent of American Red Cross Lifesaving Course. Covers swimming instruction, assists with personal safety, and active prevention; American Red Cross certification is possible. A prerequisite to the swimming instructor course.

PHED 2202 (HK 222S)**Swimming Instructor (1-2)**

American Red Cross certification course requiring Emergency Water Safety or its equivalent; certifies students to instruct in the American Red Cross Progressive Swim Program. The class requires PHED 2201 or equivalent as a prerequisite.

Health and Kinesiology Theory Courses:**PHED 1301 (HK 113H)****Introduction to Kinesiology (3-0)**

Orientation to the field of health, kinesiology, human performing sport sciences and recreation.

PHED 1304 (HK 123H)**Personal Health (3-0)**

A presentation of current scientific and technical information related to health with emphasis on developing a functional attitude about consumer health, nutrition, mental health, tobacco, alcohol and drugs, family life, environmental health and disease.

PHED 1305 (HK 223E)**Community Health (3-0)**

A presentation of current scientific and technical information related to community services and public health agencies.

PHED 1306 (HK 213A) First Aid (3-0)

American Red Cross First Aid and/or CPR certifications with emphasis on recognizing and avoiding hazards, rendering intelligent assistance in emergencies, developing skills for immediate and temporary care of the victim.

PHED 1308 (HK 213F)**Sports Officiating (3-0)**

Emphasis on officiating basketball, football and other sports.

PHED 1321 (HK 113A)**Theory of Football and Track (3-0)**

Analysis of coaching football and track through lectures, demonstration, practice and reading of present-day literature and textbooks of the sports.

PHED 1322 (HK 123A) Theory of Basketball and Baseball (3-0)

Analysis of coaching basketball and baseball through lectures, demonstrations, practice and reading of present-day literature and textbooks of the sports.

PHED 1346 (HK 223D)**Drug Use and Abuse (3-0)**

The study of use and abuse of drugs in today's society with emphasis on physiological, sociological and psychological factors.

History

Students majoring in history should see a faculty advisor for help in completing a course plan.

HIST 1301 (HST 213)

History of the United States (3-0)

A general survey of the history of the United States from 1492 to 1865. This course is also offered through instructional television.

HIST 1302 (HST 223)

History of the United States (3-0)

A general survey of the history of the United States from 1865 to the present. This course is also offered through instructional television.

HIST 2311 (HST 113A) Western Civilization in Medieval Times (3-0)

A standard western civilization survey of the cultural, political and institutional development of the nations of Europe from antiquity to the Renaissance.

HIST 2312 (HST 123A) Western Civilization in Modern Times (3-0)

A continuation of HIST 2311 including standard western civilization-cultural development of the nations of Europe from the Renaissance to modern times.

HIST 2303 (HST 223T) Texas History (3-0)

A survey of the history of Texas from the Spanish period to the present while emphasizing Anglo-American settlement, the revolution, the republic and later development.

HIST 2341 (HST 223A) The Civil War and Reconstruction (3-0)

Studies the causes, course and results of the war while emphasizing the Confederacy, military campaigns and Reconstruction; may be substituted for either HIST 1301 or HIST 1302.

Home Economics

A student majoring in home economics should see a Tyler Junior College faculty advisor for help in completing a course plan.

HOEC 1311 (HE 123S)

Social Fundamentals (3-0)

Introductions, correspondence, table

manners, dating problems, weddings and informal and formal entertaining.

HOEC 1315 (HE 113A) Principles of Food Selection and Preparation (2-4)

Selection and preparation of foods, nutritive values and cost of foods.

HOEC 1320 (HE 113C) Textiles (3-2)

A study of fibers, fabrics and finishes for application in choices of clothing fabrics and home furnishings.

HOEC 1322 (HE 123C) Nutrition (3-0)

Principles of human nutrition applied to the family, community nutrition problems, chemistry, physiology and economics of nutrition.

HOEC 1325 (HE 123I)

Interior Design I (3-0)

Home furnishings and solutions to problems of interior decoration.

HOEC 1328 (HE 113S)

Clothing Construction I (2-2)

Construction techniques for home furnishings and apparel.

HOEC 1329 (HE 123B)

Clothing Construction II (2-4)

Selection, construction and alteration of apparel.

HOEC 1370 (HE 123A)

Meal Management (2-4)

A course for majors in home economics or hotel and restaurant management about planning, managing and serving meals.

HOEC 1371 (HE 123D)

Intermediate Food Preparation (2-2)

Selection and preparation of gourmet and foreign foods.

HOEC 1372 (HE 123F)

Gourmet Food Preparation (2-2)

Continuation of HOEC 1328 with emphasis on gourmet food preparation.

HOEC 2311 (HE 113B)

Fashion Fundamentals (3-2)

Color and design applied to selection and planning of apparel.

HOEC 2370 (HE 123P)

Consumer Science (3-0)

Consumer goods and services related to the home, family purchases, advertising, commodity information, merchandise standardization, branding, grading and marketing.

Humanities

HUMA 1301 (HUM 113)

Introduction to the Humanities (3-0)

An interdisciplinary, multi-perspective assessment of cultural, philosophical and aesthetic factors critical to the formulation of the values that have shaped the historical development of the individual and of society.

Industrial and Commercial Maintenance

This program is designed to provide students with the fundamental skills required for entry-level employment in modern industry, business and hospital facilities as a general maintenance technician. Participants will be trained through a broad-based curriculum and acquire competencies pertinent to performing at appropriate levels in electronics, welding, hydraulics, pneumatics, air conditioning, plumbing and other related areas.

Students may choose from the two-year associate of applied science degree program or the specialized certificate curriculum.

INCM 1201 (IND 112)

Industrial Blueprint Reading (2-0)

A study of blueprints used in the industrial and commercial setting to include piping, electrical, structural, mechanical, and related subjects with an emphasis on various symbols and their meaning. Includes an overview of the *Machinist Handbook*.

INCM 1302 (IND 113S)

Industrial Safety and Hygiene (3-0)

A study of safety and hygiene in the industrial environment including contaminants, hazardous materials, noise, fire, smoke, radiation, electricity, rigging and corrosives with an overview of the Occupational Safety and Health Act (OSHA).

INCM 1303 (IND 123P) Industrial and Commercial Plumbing (2-4)

A study of the plumbing codes and principles applicable to the industrial and commercial setting to include boilers, plumbing, pipefitting tools, valves, tanks, vessels and steam heating systems.

INCM 2301 (IND 213H)

Hydraulics and Pneumatics (2-4)

An introduction to pneumatics and hydraulics including terminology, identification and the function of system components as well as system troubleshooting.

INCM 2302 (IND 223I) Internship (1-20)

Open only to industrial and commercial maintenance majors in their third or fourth semester. Provides 20 hours of on-the-job training each week.

INCM 2303 (IND 223M)

Motor Maintenance and Repair (2-4)

Principles and applications of maintenance and troubleshooting procedures as related to motors, drive lines, shafts and other industrial/commercial equipment components.

INCM 2304 (IND 223R)

Industrial Mechanics (2-4)

Procedures related to the repair and maintenance of industrial and commercial equipment to include the use of precision measuring instruments and principles of pumps, seals, gear boxes, bearings, shaft alignment and lubrication.

Industrial Management 5621

This program is designed for the individual who wishes to establish a firm educational foundation in the area of management in industrial and manufacturing settings. The curriculum is an applied course of study that meets the requirements of students preparing for careers in management in industry, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in industrial management.

MGMT 1301 (MGT 113B)

Principles of Management (3-0)

The basic principles of management including planning, organizing, staffing, leading and controlling.

MGMT 1302 (MGT 113C)**Human Relations in Management (3-0)**

A study of individuals and group interaction emphasizing motivation, communication, leadership and job performance.

MGMT 1312 (MGT 123)**Principles of Marketing (3-0)**

A general analysis of the economic and social aspects of the distribution of goods and services including a study of the marketing structure.

MGMT 2321 (MGT 223)**Customer Relations and Sales (3-0)**

An introduction to the principles and techniques of selling. Emphasis is on understanding and interpreting consumer behavior and developing communication processes to encourage long-term customer loyalty and relationships.

MGMT 2322 (MGT 113S)**Small Business Management (3-0)**

The aspects of management and operations unique to a small business and factors influencing business success and failure.

MGMT 2331 (MGT 213M)**Industrial Management (3-0)**

Concepts of industrial organization and management. Includes organization structures, management procedures, design of manufacturing systems, production control, management-labor relations, and an overview of global manufacturing.

MGMT 2332 (MGT 223M) Production and Materials Management (3-0)

Concepts and skills of effective production management, including inventory control, production planning, scheduling, plant layout and design, equipment utilization and maintenance, materials handling and storage and quality control.

MGMT 2350 (MGT 223E) Ethics in Business and Management (3-0)

An issue driven course that analyzes ethical theory as applied to management decision making and business policy.

MGMT 2351 (MGT 223P) Operations Management and Purchasing (3-0)

An analysis of varied functions within organizations including production, finance, purchasing, marketing, quality control and information systems.

MGMT 2380 (MGT 213A) Management Development Seminar I (1-20)**MGMT 2381 (MGT 223A) Management Development Seminar II (1-20)**

Supervised study providing practical experience and application of principles in various phases of business and economic activities. The work study environment is arranged by the student and approved by the instructor. An individual training plan will be developed for each student.

Prerequisite: Sophomore standing.

MGMT 2385 (MGT 223T)**Special Topics in Industry (3-0)**

Topics will reflect current theories and practices in industrial settings. May be repeated for credit when topics change.

Journalism

A student majoring in journalism should see a faculty advisor for help in completing a course plan. See Radio/TV for other courses in electronic journalism.

COMM 1131 (JRN 121M)**Publications (1-1)**

An introduction to magazine design and layout with practical experience on the *TJC Touchstone* magazine. This course has no prerequisites and is open to non-journalism majors.

COMM 1307 (JRN 113)**Mass Communication (3-0)**

An introduction to mass communication and the mass media.

COMM 1316 (JRN 123P)**Photojournalism (2-3)**

A beginning course about reporting with the camera, basic black and white press photography instruction emphasizing 120 and 35mm cameras, picture composition, developing and printing. Students may not receive credit for both COMM 1316 and GRAA 1301.

COMM 1335 (JRN 113E)**Survey of Radio/Television (3-0)**

A study of the development, regulation, economics, social responsibilities and industry practices in broadcasting and cable communication, non-broadcast television, new technology and other communication systems.

COMM 2309 (JRN 223) Editing (3-2)

Theory and practice in newswriting, copy editing, headline writing and layout; includes lab practice.

Prerequisite: COMM 2311 or 2315.

COMM 2311 (JRN 113C)**News Gathering Writing I (3-2)**

Fundamentals of writing and information gathering for the mass media; develops the student's news sense and judgment; includes lab practice in gathering and writing news.

COMM 2315 (JRN 213)**General Reporting (3-2)**

The study and practice of newswriting and reporting; includes lab practice in gathering and writing news.

Prerequisite: COMM 2311.

COMM 2327 (JRN 123)**Principles of Advertising (3-0)**

An introductory survey of the basics of advertising for print and electronic media.

COMM 2332 (JRN 123E)**Radio and Television News Writing (3-2)**

The preparation of news copy for radio and television, news style for electronic media, spot news, feature reporting, interviewing and assembling a newscast; includes lab practice in writing news.

Legal Assistant 5828

Students successfully completing this program receive the associate in applied science degree and will be well prepared for a career as a legal assistant. The National Association of Legal Assistants, Inc., has defined the legal assistant:

"Under the supervision of a lawyer, the legal assistant shall apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts; design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; detail procedures for practicing in certain fields of law; research, select, assess, compile and use information from the law library and other references; and analyze and handle procedural problems that involve independent decisions."

LEGL 1101 (LA 111E) Legal Ethics (1-0)

The moral responsibilities and duties which a member of the legal profession owes to the public, to the court, to professional brethren and to clients.

LEGL 1311 (LA 113A)**Introduction to the Legal System (3-0)**

Comprehensive study of the legal system and the role of the legal assistant within the system.

LEGL 1320 (LA 123) Legal Writing (3-0)

Understanding of purpose and preparation of legal memoranda, proper forms for legal citations, drafting of intra-office memoranda and other legal documents.

Prerequisite: LEGL 1325 Legal Research.

LEGL 1321 (LA 123A) Legal Interviewing and Human Relations (3-0)

Provides training in interviewing, negotiation and human relations concepts.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of program director.

LEGL 1325 (LA 123R)**Legal Research (3-3)**

The major techniques and tools of legal research.

LEGL 1329 (LA 123B) Tax Law (3-0)

Introduction to processes and procedures under the Internal Revenue Code.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of the program director.

LEGL 2301 (LA 213A)**Torts and Insurance (3-0)**

Primary legal principles of tort and insurance law.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of program director.

LEGL 2310 (LA 213B)**Wills, Estate Probate (3-0)**

The legal concept of wills and trusts, the fundamental principles of law applicable to each, organization and jurisdiction of the probate court and an analysis of estate administration and fiduciary accounting.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of the program director.

LEGL 2313 (LA 123D) Family Law (3-0)

Comprehensive study of family law which includes the use of family court forms, preparation of pleadings and

proposed decrees, drafting of property settlement agreements and the use of interviewing checklists.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of program director.

LEGL 2314 (LA 223R)

Advanced Legal Research (3-3)

Advanced legal research methodologies/projects.

Prerequisite: LEGL 1311 and 1325.

LEGL 2315 (LA 213C) Constitutional

Law (3-0)

Provides working knowledge of the federal constitution, the federal system and the states and the supremacy of federal law.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of the program director.

LEGL 2316 (LA 213W)

Workmen's Compensation (3-0)

Applied study of the methods and means created by statutes for giving protection and security to the workmen and their dependents against injury and death occurring in the course of employment.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of the program director.

LEGL 2317 (LA 123C) Criminal Law (3-0)

Provides understanding of the provisions of the State Criminal Code and other statutory provisions relating to criminal acts and details the operation of the court system under various criminal offenses.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of program director.

LEGL 2318 (LA 223B) Internship (1-20)

Actual work experience in an attorney's office.

Prerequisite: Sophomore year or approval by program director and an approved law office.

LEGL 2319 (LA 223D) Bankruptcy (3-0)

A study of the Bankruptcy Act and the procedure for supervision by a federal court for dealing with insolvent debtors.

LEGL 2320 (LA 223) Litigation (3-0)

Principles of trial preparation for civil and criminal cases as well as how to draft pleadings, motions and other documents

required in civil or criminal action.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of the program director.

LEGL 2321 (LA 223A) Law Office

Management and Procedures (3-0)

Principles and practices of law office management, legal accounting practices, civil and criminal procedures.

Prerequisite: Credit for or enrollment in LEGL 1311 or consent of the program director.

LEGL 2322 (LA 223C)

Corporation and Commercial Law (3-0)

Basic law of contracts, partnerships, corporations and the Uniform Commercial Code with emphasis on drafting documents appropriate to various business transactions.

Long Term Care Administration

NUHA 1213 (LTC 122) Long Term

Care Administration Standards (2-0)

A study of minimum standards used to license LTC facilities with differences noted between minimum standards for licensure and ICF standards for participation.

NUHA 1311 (LTC 113) Introduction to

Long Term Care Administration (3-0)

Organization, training, human relations, administration, management, policies and procedures of a long term care facility.

NUHA 1312 (LTC 113A)

Psychology of Patient Care (3-0)

Needs and problems of the elderly, their families and staff as the elderly adjust to their new environment.

NUHA 1320 (LTC 123A) Long Term

Care Administration Law (3-0)

Business laws as related to administration of a long term care facility.

NUHA 2311 (LTC 123)

Technology of Patient Care (3-0)

Technical aspects related to patient care in a long term care facility.

Mathematics

The mathematics courses at Tyler Junior College have been carefully designed to meet the needs of students in specific areas of study, such as technology, liberal arts, business, elementary education, science, engineering and mathematics. A student may take mathematics courses at Tyler Junior College that are equivalent to the courses he/she would take during his/her first two years at a senior institution.

Four semesters are required for the completion of the calculus sequence. Students who do not have credit in MATH 2312 and MATH 1316 are advised to complete these courses during the summer preceding their freshman year.

Note: A grade of "C" or better must be made in each mathematics course in order to continue in any mathematics sequence.

A student majoring in mathematics should see a Tyler Junior College faculty advisor for help in completing a degree plan.

MATH 0301 (MTH 013M) **Developmental Math I (3-1)**

Whole numbers, fractions, decimals, ratio and proportion, percent, denominate numbers, signed numbers, linear equations, word problems, properties of exponents, operations with polynomials.

MATH 0302 (MTH 023M) **Developmental Math II (3-1)**

Review of arithmetic, operations with real numbers, solving equations and inequalities, exponents and polynomials, factoring, rational expressions, graphing linear equations, roots and radicals, word problems.

Prerequisite: MATH 0301 or acceptable placement test score.

MATH 0303 (MTH 033M) **Developmental Math III (3-0)**

Linear equations and inequalities, exponents and polynomials, rational expressions, radicals and roots, quadratic equations, systems of linear equations, parabolas, relations and functions, review of plane geometry, applications.

Prerequisite: MATH 0302 or acceptable placement test score.

MATH 0104 (MTH 041M) **Algebra Review (1-0)**

Review of algebra topics including quadratic equations and functions, rational expressions and systems of equations.
Prerequisite: Consent of program director.

MATH 0312 (MTH 113) **Intermediate Algebra (3-0)**

Sets, linear equations and inequalities, polynomials, factoring, quadratic equations and inequalities, relations, functions, exponents and radicals, systems of equations.

Prerequisite: Acceptable placement test score.

MATH 1314 (MTH 113A) **College Algebra (3-0)**

Mathematical models; functions, equations and graphs of functions (linear, quadratic, exponential and logarithmic). Systems of linear equations and inequalities, linear programming and matrix algebra. (For non-math/science majors)

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 1316 (MTH 113B) **Trigonometry (3-0)**

Angular measure, functions of angles, radian measure, derivation of formulas, identities, solutions of triangles, equations, inverse functions and complex numbers.

Prerequisite: MATH 2312 or consent of program director.

MATH 1324 (MTH 113K) **Finite Mathematics for Business (3-0)**

Relations, functions, graphing, equations, inequalities, matrices, permutations, combinations, probability and mathematics of finance.

Prerequisite: MATH 1314 or acceptable placement test score.

MATH 1325 (MTH 123K) Mathematical Analysis for Business (3-0)

Exponents and radicals, quadratic, exponential and logarithmic functions, graphing, sequences, differential and integral calculus with applications.

Prerequisite: MATH 1324 or consent of program director.

MATH 1332 (MTH 113G) Introduction to Modern Mathematics (3-0)

Sets, topics from elementary number theory, rational numbers, decimals, real number system, systems of numeration, metric system and topics from consumer mathematics.

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 1333 (MTH 123G) Introduction to Modern Mathematics (3-0)

Real numbers, linear equations and inequalities, functions and graphs, systems of linear equations, quadratic equations, plane geometry, counting techniques, probability and statistics.

Prerequisite: MATH 1332.

MATH 1342 (MTH 223S) Introduction to Statistics (3-0)

Collection, tabulation and analysis of data, probability, normal and binomial distributions, linear regression and correlation, testing of hypothesis and utilization of computers in statistical application.

Prerequisite: MATH 0303 or acceptable placement test score.

ENGR 2304 (MTH 123D) Computing for Engineers (3-1)

Algorithms, programs and computers in engineering applications with numerical analysis using FORTRAN language.

Prerequisite: Credit or registration in MATH 2314.

MATH 2312 (MTH 113P) Precalculus (3-0)

Application of algebra and trigonometry to the study of elementary functions and their graphs including polynomial, rational, exponential, logarithmic and trigonometric functions. (For math/science majors)

Prerequisite: MATH 0303 or acceptable placement test score.

MATH 2313 (MTH 213A) Calculus I with Analytic Geometry (3-1)

The line, circle, algebraic curves, limits, continuity, the derivative, applications of the derivative, the differential, and the indefinite integral.

Prerequisite: MATH 2312 and MATH 1316 or acceptable placement test score.

MATH 2314 (MTH 213B) Calculus II with Analytic Geometry (3-1)

Indefinite integral, definite integral with applications including areas, volumes,

centroids, work, arc length and fluid pressure, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions and techniques of integration.

Prerequisite: MATH 2313.

MATH 2315 (MTH 223C) Calculus III with Analytic Geometry (3-1)

Techniques on integration, polar coordinates, indeterminate forms, improper integrals, parametric equations, vectors in two and three dimensions, vector representation of lines and planes and vector valued functions.

Prerequisite: MATH 2314.

MATH 2316 (MTH 223D) Calculus IV with Analytic Geometry (3-1)

Taylor's formula, infinite series, differential calculus of functions of several variables, directional derivatives, gradients, multiple integration, Lagrange multipliers, introduction to vector calculus.

Prerequisite: MATH 2315.

MATH 2320 (MTH 223) Differential Equations (3-0)

Equations of the first order and degree, linear differential equations, operational methods, higher order equations, Laplace transforms and applications of differential equations.

Prerequisite: MATH 2315.

TMTH 1301 (MTH 123E) Applied Mathematics (3-0)

Application of algebra to solve physical problems in various technical fields. Topics include: algebraic operations, linear equations, factoring, algebraic fractions, graphs, systems of linear equations, exponents and scientific notation, roots and radicals, quadratic equations.

Prerequisite: MATH 0302 or acceptable placement test score.

TMTH 1302 (MTH 113T) Applied Trigonometry (3-0)

Rectangular coordinate system, trigonometric functions and graphs, fundamental trigonometric identities, solutions of right triangles, elementary vectors and applications.

Prerequisite: TMTH 1301 or MATH 0303 or MATH 0312 or acceptable placement test score.

Medical Laboratory Technician 8028

Tyler Junior College offers a two-year program designed to provide understanding, proficiency and skill as a medical laboratory technician. Upon completion of the program, the student will be granted an associate in applied science degree.

The first year of the curriculum is devoted to a combination of liberal arts and clinical laboratory studies on the college campus. In addition to these studies in the second year, courses are included to provide supervised clinical laboratory work experience in hospitals and clinics. All medical laboratory courses must be taken in the proper sequence as listed in the *Catalog*.

Two summer sessions of six weeks each are scheduled in the program. The first summer session will be devoted to liberal arts studies and supervised clinical laboratory experience. During the fourth semester and the second summer session, students will be engaged full time in medical laboratories to gain additional knowledge and skills first-hand. They will be under the general supervision of the faculty employed by Tyler Junior College. Group lectures to enrich the learning processes of the students will be provided.

When a student has completed the program he/she should be able to perform in all areas of the clinical laboratory. A minimum grade of 75 "C" will be required on all medical laboratory technology courses.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Science courses taken after application and acceptance to the Tyler Junior College medical laboratory program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

MELT 1301 (MED 113)

Basic for Allied Health Science (3-9)

Introduction to medical laboratory technology and study of hematology.

MELT 1321 (MED 123)

Clinical Microbiology (3-9)

Methods and equipment used in clinical bacteriology.

Prerequisites: MELT 1301, BIOL 2420 or permission of program director.

MELT 1322 (MED 123A)

Special Clinical Microbiology (3-6)

Methods in parasitology and mycology.

Prerequisites: MELT 1301, BIOL 2420 or permission of program director.

MELT 1331 (MED 123S)

Clinical Practice I (8-10) (5 weeks)

Methods in advanced hematology and urinalysis with laboratory applications and basic instruction in the use of computers.

MELT 2301 (MED 213A)

Medical Laboratory Techniques I (3-3)

Clinical immunology with laboratory applications.

MELT 2302 (MED 213C)

Clinical Chemistry (3-6)

Chemistry related to the clinical laboratory.

MELT 2321 (MED 223A)

Medical Laboratory Technique (3-6)

Blood banking and coagulation techniques with laboratory application.

MELT 2621 (MED 226)

Clinical Practice II (1-19)

Clinical laboratory experience in A.M. training under the supervision of College faculty.

MELT 2622 (MED 226A)

Clinical Practice III (1-19)

Clinical laboratory experience in P.M. training under the supervision of College faculty.

MELT 2631 (MED 216S)

Clinical Practice IV (0-40) (6 weeks)

Clinical laboratory experience in areas of specialization under the supervision of College faculty.

Medical Office Management 5827

The medical office management program is designed to provide health care facilities with professionally trained individuals in management who will promote the smooth operation of an office or department within a health care agency.

These managers, during the course of overseeing the day-to-day operation, will practice effective human relations, maintain an efficient records management system and utilize a variety of office equipment that will facilitate the administrative functions of the medical department/medical office.

Students who successfully complete this nine-month program and make application to the registrar's office will receive a certificate of proficiency.

MOMG 1301 (MOM 113)

Medical Terminology I (3-0)

An introduction to the principles of medical terminology and the classes of word elements as building blocks for a medical vocabulary which includes medical terminology relating to specific systems of the body with emphasis on material found in medical records.

MOMG 1302 (MOM 113A)

Medical Office Procedures I (3-0)

Human relations and patient education, records management systems, telephone techniques, preparation for employment, development of an office procedures handbook, handling of correspondence and other applicable office procedures.

MOMG 1321 (MOM 123) Medical Terminology and Transcription (2-2)

Transcription and management of documents utilizing medical terminology unique to specific body systems.

Prerequisite: MOMG 1301.

MOMG 1322 (MOM 123A)

Medical Office Procedures II (3-0)

Bookkeeping systems, pegboard accounting, billing, collections, claims processing, direct claims resolution, insurance terminology, processing of insurance claims, profiles, HICPICS and general guidelines for answering patients' questions about insurance.

Medical Record Technology 5827

Health Information Technology

The medical record technician works in the medical record department of a hospital, clinic, nursing home or other health facility and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public. The duties include reviewing medical records for completeness and accuracy and also translating diseases and operations into the proper coding symbols.

They include filing medical records, preparing records, typing reports of operations, X-rays and laboratory examinations, history and physical examinations and discharge summaries, compiling statistics, assisting the medical staff by preparing special studies and tabulating data from records for research. Supervising the day-to-day operation of a medical record department, taking records to court and maintaining the flow of health information to departments of the hospital are also part of the total work picture.

Students successfully completing the two-year program are eligible to receive an associate of applied science degree. Those who choose may receive a certificate of proficiency after completing the one-year certificate program and later return to complete the degree requirements.

MEDR 1201 (MR 122)

Directed Practice I (0-16)

Practical experience, under the guidance of a RRA or ART, in a medical records department. Students will utilize the knowledge and skills obtained in the classroom to gain a greater knowledge of the medical records field.

Prerequisite: Acceptance to program and completion of the first semester.

MEDR 1300 (MR 113A) Introduction to Medical Record Science (2-2)

Introduction to the history of medicine, the hospital and the medical record. Discussion of the organization of the modern hospital with emphasis on the medical record and the medical record profession. Laboratory includes introduction to a simulated medical record department, its organization and function.

MEDR 1301 (MR 113)**Medical Terminology I (3-0)**

Word elements as building blocks for a medical vocabulary and terms relating to skin, muscle, bone, gastrointestinal, respiratory, heart and blood vessels with special emphasis upon spelling and pronunciation.

MEDR 1321 (MR 123)**Medical Terminology II (3-0)**

Continued word elements as building blocks for a medical vocabulary and terms related to gynecology, maternal, urogenital, eye, ear, nerves, psychiatric, geriatrics, endocrine and supplementary terms with special emphasis on spelling and pronunciation.

MEDR 1322 (MR 123A) Human**Relations and Personnel Problems (3-0)**

Human relations and personnel problems as experienced in job and wage relations and in selection, training and supervision of employees in the medical setting.

MEDR 1323 (MR 123B) Medical Record Science and Ethics (2-2)

Orientation to various classification systems and methods of filing, compiling statistics, coding and indexing with emphasis on ICD9-CM, CPT4 and DSM3R. Ethical issues covered include confidentiality, patient right, legalities, etc.

Prerequisites: MEDR 1300, COCS 1312 or acceptance to certificate program.

MEDR 1324 (MR 123S)**Health Care Statistics (3-0)**

Prepares the student to utilize various statistical formulas and data in reports for daily operation of the medical record department.

Prerequisite: MEDR 1300.

MEDR 2201 (MR 212)**Directed Practice II (0-16)**

Continuation of MEDR 1201.

Prerequisites: MEDR 1201, 1322, 1323 and 1324.

MEDR 2301 (MR 213A)**Medical Transcription (2-2)**

Develops the medical transcription skills required in a medical environment and expands knowledge of medical terminology. Organized and presented on the basis of systems of the body. Transcription will consist of X-ray reports, medical reports and increasingly complex operative reports, including instruments used.

Prerequisites: MEDR 1300, 1301 or acceptance to certificate program.

MEDR 2302 (MR 213B)**Legal Aspects of Medical Records (3-0)**

Introduction to various indexes and registers, medical ethics and legal aspects of medical records. Special attention is given to authorizations, release of information and the handling of medical records in court; organization of the medical staff and medical staff committees; and requirements of the accrediting agencies.

Prerequisites: MEDR 1300, 1301.

MEDR 2221 (MR 222)**Directed Practice III (0-16)**

Continuation of MEDR 2201.

Prerequisite: MEDR 2201.

MEDR 2321 (MR 223A)**Medical Records Coding (2-2)**

Coding techniques of ICD9-CM, CPT-4 and DSM-3R.

Prerequisites: MEDR 1323 and BIOL 2401 or acceptance to the certificate program.

MEDR 2322 (MR 223B)**Management in Health Care (3-0)**

Daily operations of the medical records department including scheduling, operating and capital budgets, short and long range planning, etc.

Prerequisites: MEDR 1323.

Merchandising Management

This program is designed for the individual who wishes to establish a firm educational foundation in the area of management in merchandising and retail settings. The curriculum is an applied course of study that meets the requirements of students preparing for management careers in merchandising and retailing companies, as well as the needs of returning students who wish to update or acquire new management skills.

Students who successfully complete the two-year program are eligible for the associate in applied science degree in merchandising management.

MCHD 2321 (MCH 213M) Merchandise Management and Buying (3-0)

Basic principles of management and inventory control of retailing and wholesaling including pricing, promotion, customer relations and location. Also addresses relationship of the buying process to other organization functions such as warehousing and shipping.

MCHD 2322 (MCH 223B) Facility Design and Merchandise Presentation (3-3)

Planning and layout of merchandise and retail facilities. Methods and techniques relating merchandising to points of purchase, profit and inventory.

MCHD 2380 (MCH 213A) Management Development Seminar I (1-20)

MCHD 2381 (MCH 223A) Management Development Seminar II (1-20)

Supervised study providing practical experience and application of principles in various phases of business and economic activities. The work study environment is arranged by the student and approved by the instructor. An individual training plan will be developed for each student.

Prerequisite: Sophomore standing.

MCHD 2385 (MCH 223T)

Special Topics in Merchandising (3-0)

Topics will reflect current theories and practices in merchandising settings. May be repeated for credit when topics change.

MCHD 2386 (MGT 223R)

Retail Merchandising (3-0)

Covers the essential elements of organizing and operating the retail store with emphasis on the analysis of buying, pricing, credit, collection, promotion, display, inventory and control.

Microcomputer and Electronic Servicing

As microcomputers and electronic devices are employed in greater numbers in businesses, educational institutions, and homes, the need for electronics service technicians has increased. The microcomputer and electronic servicing curriculum is designed to prepare the student as an electronics service technician, fully competent to perform repair and maintenance of microcomputers, peripheral devices, televisions, VCRs and other consumer electronics equipment. Many service technicians are employed by electronics service companies, while some technicians own their own businesses. The one-year program consists of four eight-week minisemesters. After successful completion of the program, the student receives the certificate of proficiency.

MCRO 1211 (ELC 112A)

DC and AC Circuits (4-4) (8 weeks)

An introduction to DC electronic circuits and basic AC circuits with an emphasis on location, testing and replacement of defective components.

MCRO 1212 (ELC 122A)

Semiconductor Circuits (4-4) (8 weeks)

A study of troubleshooting techniques for the location, testing and replacement of electronic devices including diodes, transistors and integrated circuits.

Prerequisite: MCRO 1211.

MCRO 1213 (ELC 212A)

Audio and Video Circuits (4-4) (8 weeks)

Fundamentals of audio and video circuit operation and troubleshooting techniques for location, testing and replacement of defective components.

Prerequisite: MCRO 1212.

MCRO 1214 (ELC 222H) Home Entertainment Equipment (4-4) (8 weeks)

Troubleshooting and repair of televisions, stereos, video cassette recorders, microwave ovens and related home entertainment equipment.

Prerequisite: MCRO 1213, MCRO 1222 and MCRO 1243.

MCRO 1221 (ELC 112D)

Digital Logic Circuits (4-4) (8 weeks)

An introduction to digital logic devices and circuits including basic logic gates, logic circuit simplification and troubleshooting of logic circuits.

MCRO 1222 (ELC 122D)

Microprocessor Circuits (4-4) (8 weeks)

A study of microprocessors and related microcomputer components including RAM's, ROM's, coprocessors and I/O devices.

Prerequisite: MCRO 1221.

MCRO 1231 (ELC 112M)

Microcomputer Hardware (4-4) (8 weeks)

An introduction to the modular hardware components of the microcomputer including the disassembly and assembly of the microcomputer with an emphasis on terminology.

MCRO 1232 (ELC 122M) Microcomputer Peripherals (4-4) (8 weeks)

An exploration of microcomputer peripheral equipment including printers, plotters, digitizers and modems with an emphasis on installation and system configuration.

Prerequisite: MCRO 1231.

MCRO 1233 (ELC 212M) Microcomputer Systems and Networks (4-4) (8 weeks)

Microcomputer system installation and configuration including hardware connections, software drivers, protocols and network topology.

Prerequisite: MCRO 1232 and 1242.

MCRO 1234 (ELC 222M) Electronic Office Automation Equipment (4-4) (8 weeks)

A study of troubleshooting techniques for office automation equipment including wordprocessors, photocopiers and FAX machines.

Prerequisite: MCRO 1233.

MCRO 1241 (ELC 112S)

Operating Systems and Diagnostic Software (4-4) (8 weeks)

An introduction to microcomputer operating systems including DOS and diagnostic software for troubleshooting microcomputer systems.

MCRO 1242 (ELC 122S)

Applications Software (4-4) (8 weeks)

Installation and basic operation of microcomputer software packages with emphasis on diagnosis of software problems.

Prerequisite: MCRO 1241.

MCRO 1243 (ELC 212P)

Power Supply Circuits (4-4) (8 weeks)

Fundamentals of power supply circuits and troubleshooting techniques for location, testing and replacement of defective components in low-voltage and high-voltage power supplies.

Prerequisite: MCRO 1212.

MCRO 1244 (ELC 222C)

Paging and Two-way Communications Equipment (4-4) (8 weeks)

A study of paging systems, two-way radio communications equipment, and cellular telephone networks, with an emphasis on installation and troubleshooting.

Prerequisite: MCRO 1213 and 1243.

MCRO 1253 (ELC 212E) Electronic Security Systems (4-4) (8 weeks)

Installation and troubleshooting of electronic security systems including sensors, cabling, alarms, control systems and telephone interfaces.

Prerequisite: MCRO 1212 and 1222.

MCRO 1274 (ELC 222V)

Video, Amusement and Vending Equipment (4-4) (8 weeks)

Fundamentals of operation of video games, electronic amusement equipment and vending machines with an emphasis on troubleshooting and repair techniques.

Prerequisite: MCRO 1213 and 1243.

Music

A student majoring in music should see a faculty advisor for help in completing a course plan.

Courses are offered for three types of students:

1. Those who desire to pursue a professional career in music after completing a standard four-year curriculum.
2. Those who desire to take individual private lessons in applied music.
3. Those who desire a cultural background in music.

MUSI 1116 (111T) Elementary Ear Training and Sight Singing (2-1)

The study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass clefs. Must be taken concurrently with MUSI 1311. Required of music and fine arts-music majors.

MUSI 1117 (121T) Elementary Ear Training and Sight Singing (2-1)

The continued study of rhythmic, melodic and harmonic dictation in the major and minor keys, and sight singing in the treble and bass, alto and tenor clefs. Must be taken concurrently with MUSI 1312. Required of music and fine arts-music majors.

Prerequisite: MUSI 1116.

MUSI 1131, 1132, 2131, 2132

(MU 111A, 121A, 211A, 221A)

Accompanying Class (0-3)

Supervised experiences studying the principles, philosophy and techniques of vocal and instrumental accompanying.

MUSI 1133, 1134, 2133, 2134

(MU 111I, 121I, 211I, 221I)

Instrumental Chamber Ensemble (1-2)

An advanced performance instrumental ensemble studying and performing wind and percussion chamber music from the Medieval Period to modern music. Admission by audition. Must be concurrently enrolled in band.

MUSI 1137, 1138, 2137, 2138

(MU 111E, 121E, 211E, 221E-02)

Guitar Ensemble (1-2)

A select group of two to sixteen students which plays special arrangements for guitar "orchestra." Admission by audition.

MUSI 1151, 1152, 2151, 2152

(MU 111F, 121F, 211F, 221F-01)

Chamber Singers Small Ensemble (1-2)

A small group of select singers capable of performing both as an ensemble and as soloists performing traditional and contemporary madrigal and chamber vocal repertoire. Admission by audition.

MUSI 1153, 1154, 2153, 2154

(MU 111H, 121H, 211H, 221H)

Harmony and Understanding (0-3)

A highly select vocal pop ensemble. Admission by audition.

MUSI 1159, 2159 (MU 121W, 221W)

Musical Theatre Workshop (0-5)

The study and performance of works from the music theatre repertoire with emphasis on all phases of techniques and procedures including participation in the musical production.

MUSI 1160 (MU 111) Italian Diction (1-2)

A detailed study of Italian diction as it is applied to vocal literature. The course includes pronunciation of Italian vowels, consonants, and semi-consonants, as well as familiarization with and memorization of the rules governing pronunciation. Examinations will include both written and oral portions.

MUSI 1166 (MU 211W)

Woodwind Class (1-2)

Basic techniques of playing clarinet, saxophone, oboe, bassoon, flute and piccolo with emphasis on the pedagogical aspect.

MUSI 1168 (MU 121V) Brass Class (1-2)

Basic techniques of playing trumpet, trombone, French horn, baritone and tuba with emphasis on the pedagogical aspect.

MUSI 1181 (MU 111K) Class Piano (1-2)

Three hours instruction per week with instructions for beginners in piano using a 12 place electronic piano lab. Fundamentals of proper piano technique, note reading within the great staff, major scales, playing in the keys of C, F, G and simple chording with no previous piano experience.

MUSI 1182 (MU 121K) Class Piano (1-2)

Continuation of MUSI 1181 with THREE hours instruction per week including ledger lines, dotted rhythm pattern, playing in the keys of D, A, Bb, and hand independence with solo literature including the simpler works of Bach and Mozart.

Prerequisite: Completion of MUSI 1181 or approval of the instructor.

MUSI 1188 (MU 121P)**Percussion Class (1-2)**

A study of the basic techniques of playing all the percussion instruments with emphasis on the pedagogical aspect.

MUSI 1227, 1228, 2227, 2228**(MU 112B, 122B, 212B, 222B) Band (1-4)**

The Apache Band is an elite performance ensemble open to all students of the College who qualify by audition. Performances include field and parade marching, concerts, athletic events and other campus activities.

MUSI 1237, 1238, 2237, 2238**(MU 112O, 122O, 212O, 222O)****Symphony Orchestra (1-2)**

Open to advanced instrumental students who are given practical training in professional orchestral routine in the East Texas Orchestra. Admission by audition.

MUSI 1239, 1240, 2239, 2240**(MU 112S, 122S, 212S, 222S,)****Jazz Band (1-2)**

The Apache Jazz Band is an advanced performance ensemble open to students who qualify by audition. Must be currently enrolled in band. Performances include concerts, banquets and other campus events. Literature ranges from the "Big Band" music of the 1920's to modern jazz of the present.

MUSI 1241, 1242, 2241, 2242**(MU 112C, 122C, 212C, 222C)****Concert Chorus (1-3)**

A mixed chorus organized for the purpose of singing the more important works of vocal ensemble with members of this group engaging in a wide variety of public performances. Open to any student in the College; meets three hours per week.

COMM 2304 (MU 113S)**Sound Production Technology (3-1)**

Concepts and techniques of sound production. Musical Instrument Digital Interface hands-on experience with equipment, sound sources and sequencing technology. Credit cannot be received for both COMM 2303 and 2304.

COMM 2325 (MU 113P) Practicum in Electronic Music Production I (3-3)

Instruction and participation using electronic music media.

Prerequisite: COMM 2304 or permission of the instructor.

COMM 2326 (MU 123P) Practicum in Electronic Music Production II (3-3)

Instruction and participation using electronic music media.

Prerequisite: COMM 2325.

Theory**MUSI 1301 (MU 113A)****Music Fundamentals (3-0)**

An introduction to the elements of music including a study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm and application of theory to the keyboard. Also for those lacking a background in music theory or desiring an appropriate elective.

MUSI 1304 (MU 113E) Music Curriculum for the Elementary School (3-0)

A study of music content appropriate to elementary school children including vocal characteristics, reading concepts and examination of recently published materials.

Prerequisite: MUSI 1301 or permission of the instructor.

MUSI 1306 (MU 113B)**Music Appreciation (3-0)**

A foundation in enjoyment and understanding of music through the use of recorded music and song literature.

MUSI 1308 (MU 113L)**Introduction to Music Literature (3-1)**

A general survey of the development of the art of music, designed to provide a basic understanding of music from the romantic through the contemporary periods of music literature. Open to non-music majors.

MUSI 1309 (MU 123L)**Introduction to Music Literature (3-1)**

A general survey of the development of the art of music, designed to provide a basic understanding of music from the middle ages through the classical periods of music literature. Open to non-music majors.

MUSI 1311 (MU 113T)**Elementary Harmony (3-1)**

A study of triads and their inversions, chord connections, keyboard harmony, cadences, simple nonharmonic tones, seventh chords and original part-writing exercises. Must be taken concurrently with MUSI 1116.

MUSI 1312 (MU 123T)**Elementary Harmony (3-1)**

A continuation of MUSI 1311 including diatonic and seventh chords in all positions, chords with variant qualities, sequence, nonharmonic tones, chord progressions, choral voicing, keyboard harmony, cadences, figured bass, harmonization of given melodies, modulation to closely related keys. Must be taken concurrently with MUSI 1117.

MUSI 2116 (MU 211T) Advanced Ear Training and Sight Singing (2-1)

A continuation of dictation and sight singing studies, including syncopation, modulation, seventh chords, secondary dominants and the church modes. Must be taken concurrently with MUSI 2311. Required of music majors.

Prerequisite: MUSI 1117.

MUSI 2118 (MU 221T) Advanced Ear Training and Sight Singing (2-1)

A continuation of dictation and sight singing studies, including secondary function chords, chromatic intervals, twentieth century techniques, atonal melodies and complex rhythms. Required of music majors. Must be taken concurrently with MUSI 2312.

Prerequisite: MUSI 2116.

MUSI 2311 (MU 213T)**Advanced Harmony (3-1)**

A further study of harmony and the introduction to secondary dominants, secondary leading-tone chords, diatonic and chromatic modulations, linear diminished seventh chords, neopolitan triad, augmented sixth chords. Must be taken concurrently with MUSI 2116. Required of music majors.

Prerequisite: MUSI 1312.

MUSI 2312 (MU 223T)**Advanced Harmony (3-1)**

A further study of harmony and the introduction to the ninth, eleventh, and thirteenth chords, modes, pandiatonicism, quartal harmony, twelve-tone serialism, aleatoric process, transposing, planing, exotic scales and other modern techniques. Must be taken concurrently with MUSI 2118. Required of music majors.

Prerequisite: MUSI 2311.

Applied Music

Music majors should enroll in private lessons in two areas each semester, depending upon their intended degree. Those who aim toward professional performance should take private lessons for a major for the maximum number of semester hours each semester. Those who aim toward teaching should take private lessons for a concentration of two semester hours each semester. All music majors should take, in addition to either a major or a concentration, a secondary private lesson for one semester hour credit each semester. In every case, one of the two private lessons each semester must be piano.

A student majoring in music should see a faculty advisor for help in completing a course plan.

Students may also take private instrumental and vocal instruction as an elective. Two semester hours credit would signify one hour of instruction per week. One semester hour would signify 30 minutes of instruction per week.

The fees per semester on applied music courses are found in the tuition and fees section of this *Catalog*.

The College is not obligated to furnish instruments.

Vocal and instrumental instruction is available as follows:

Voice

The study of the art of singing in the *bel canto* style including breath control, breath support, vowel formation and other techniques of vocal production through vocal exercises tailored to the individual needs of each student and the study of art song literature from the English, Italian, German and French repertoires.

Piano, Organ

Enables the student for a major or concentration to develop technical capabilities to a high degree as well as become well acquainted with repertoire from the Baroque period to the present day. Develops fluency in reading at the keyboard and a knowledge of some technical and theoretical fundamentals at the instrument for minors.

Organ prerequisite: Piano experience or permission from instructor.

Guitar

Focuses on the classical technique as well as different positions, proper fingering, major and minor scales and sight reading with typical compositions by F. Carulli, M. Carcassi, L. Milan and H. Villa-Lobos.

Electric Bass

Covers basic music reading with emphasis on correct fingering, sight reading skill, scales and memorization of bass parts to "standard" tunes selected by the instructor. Elective only.

Secondary or Elective

MUAP 1101, 1102, 2101, 2102 Violin
(AMU 111S, 121S, 211S, 221S)

MUAP 1109, 1110, 2109, 2110 Cello
(AMU 111S, 121S, 211S, 221S)

MUAP 1113, 1114, 2113, 2114 Double Bass
(AMU 111S, 121S, 211S, 221S)

MUAP 1115, 1116, 2115, 2116 Electric Bass
(AMU 111S, 121S, 211S, 221S)

MUAP 1117, 1118, 2117, 2118 Flute
(AMU 111W, 121W, 211W, 221W)

MUAP 1121, 1122, 2121, 2122 Oboe
(AMU 111W, 121W, 211W, 221W)

MUAP 1125, 1126, 2125, 2126 Bassoon
(AMU 111W, 121W, 211W, 221W)

MUAP 1129, 1130, 2129, 2130 Clarinet
(AMU 111W, 121W, 211W, 221W)

MUAP 1133, 1134, 2133, 2134 Saxophone
(AMU 111W, 121W, 211W, 221W)

MUAP 1137, 1138, 2137, 2138 Trumpet
(AMU 111B, 121B, 211B, 221B)

MUAP 1141, 1142, 2141, 2142 French Horn
(AMU 111B, 121B, 211B, 221B)

MUAP 1145, 1146, 2145, 2146 Trombone
(AMU 111B, 121B, 211B, 221B)

MUAP 1149, 1150, 2149, 2150 Baritone
(AMU 111B, 121B, 211B, 221B)

MUAP 1153, 1154, 2153, 2154 Tuba
(AMU 111B, 121B, 211B, 221B)

MUAP 1157, 1158, 2157, 2158 Percussion
(AMU 111P, 121P, 211P, 221P)

MUAP 1161, 1162, 2161, 2162 Guitar
(AMU 111S, 121S, 211S, 221S)

MUAP 1165, 1166, 2165, 2166 Organ
(AMU 111O, 121O, 211O, 221O)

MUAP 1169, 1170, 2169, 2170 Piano
(AMU 111K, 121K, 211K, 221K)

MUAP 1177, 1178, 2177, 2178 Harp
(AMU 111S, 121S, 211S, 221S)

MUAP 1181, 1182, 2181, 2182 Voice
(AMU 111V, 121V, 211V, 221V)

Concentration or Elective

MUAP 1201, 1202, 2201, 2202 Violin
(AMU 112S, 122S, 212S, 222S)

MUAP 1209, 1210, 2209, 2210 Cello
(AMU 112S, 122S, 212S, 222S)

MUAP 1213, 1214, 2213, 2214 Double Bass
(AMU 112S, 122S, 212S, 222S)

MUAP 1215, 1216, 2215, 2216 Electric Bass
(AMU 112S, 122S, 212S, 222S)

MUAP 1217, 1218, 2217, 2218 Flute
(AMU 112W, 122W, 212W, 222W)

MUAP 1221, 1222, 2221, 2222 Oboe
(AMU 112W, 122W, 212W, 222W)

MUAP 1225, 1226, 2225, 2226 Bassoon
(AMU 112W, 122W, 212W, 222W)

MUAP 1229, 1230, 2229, 2230 Clarinet
(AMU 112W, 122W, 212W, 222W)

MUAP 1233, 1234, 2233, 2234 Saxophone
(AMU 112W, 122W, 212W, 222W)

MUAP 1237, 1238, 2237, 2238 Trumpet
(AMU 112B, 122B, 212B, 222B)

MUAP 1241, 1242, 2241, 2242 French Horn
(AMU 112B, 122B, 212B, 222B)

MUAP 1245, 1246, 2245, 2246 Trombone
(AMU 112B, 122B, 212B, 222B)

MUAP 1249, 1250, 2249, 2250 Baritone
(AMU 112B, 122B, 212B, 222B)

MUAP 1253, 1254, 2253, 2254 Tuba
(AMU 112B, 122B, 212B, 222B)

MUAP 1257, 1258, 2257, 2258 Percussion
(AMU 112P, 122P, 212P, 222P)

MUAP 1261, 1262, 2261, 2262 Guitar
(AMU 112S, 122S, 212S, 222S)

MUAP 1265, 1266, 2265, 2266 Organ
(AMU 112O, 122O, 212O, 222O)

MUAP 1269, 1270, 2269, 2270 Piano
(AMU 112K, 122K, 212K, 222K)

MUAP 1277, 1278, 2277, 2278 Harp
(AMU 112S, 122S, 212S, 222S)

MUAP 1281, 1282, 2281, 2282 Voice
(AMU 112V, 122V, 212V, 222V)

Major

MUAP 1301, 1302, 2301, 2302 Violin
(AMU 113S, 123S, 213S, 223S)

MUAP 1309, 1310, 2309, 2310 Cello
(AMU 113S, 123S, 213S, 223S)

MUAP 1313, 1314, 2313, 2314 Double Bass
(AMU 113S, 123S, 213S, 223S)

MUAP 1317, 1318, 2317, 2318 Flute
(AMU 113W, 123W, 213W, 223W)

MUAP 1321, 1322, 2321, 2322 Oboe
(AMU 113W, 123W, 213W, 223W)

MUAP 1325, 1326, 2325, 2326 Bassoon
(AMU 113W, 123W, 213W, 223W)

MUAP 1329, 1330, 2329, 2330 Clarinet
(AMU 113W, 123W, 213W, 223W)

MUAP 1333, 1334, 2333, 2334 Saxophone
(AMU 113W, 123W, 213W, 223W)

MUAP 1337, 1338, 2337, 2338 Trumpet
(AMU 113B, 123B, 213B, 223B)

MUAP 1341, 1342, 2341, 2342 French Horn
(AMU 113B, 123B, 213B, 223B)

MUAP 1345, 1346, 2345, 2346 Trombone
(AMU 113B, 123B, 213B, 223B)

MUAP 1349, 1350, 2349, 2350 Baritone
(AMU 113B, 123B, 213B, 223B)

MUAP 1353, 1354, 2353, 2354 Tuba
(AMU 113B, 123B, 213B, 223B)

MUAP 1357, 1358, 2357, 2358 Percussion
(AMU 113P, 123P, 213P, 223P)

MUAP 1361, 1362, 2361, 2362 Guitar
(AMU 113S, 123S, 213S, 223S)

MUAP 1365, 1366, 2365, 2366 Organ
(AMU 113O, 123O, 213O, 223O)

MUAP 1369, 1370, 2369, 2370 Piano
(AMU 113K, 123K, 213K, 223K)

MUAP 1377, 1378, 2377, 2378 Harp
(AMU 113S, 123S, 213S, 223S)

MUAP 1381, 1382, 2381, 2382 Voice
(AMU 113V, 123V, 213V, 223V)

Nursing, Associate Degree (ADN) 8021

The associate degree nursing program is a four semester and two summer sessions curriculum. The associate degree graduate, after adequate orientation, begins to practice as a staff nurse in a hospital or other health care facility.

Through assessment of the individual, the graduate plans, implements and evaluates direct nursing care for individuals and/or groups with commonly recurring health problems. The graduate is able to monitor and direct peers and ancillary workers in the technical aspects of nursing care.

Having graduated from Tyler Junior College with an associate in applied science degree in nursing, the graduate is qualified to apply for the National Council Licensure Examination for Registered Nurses.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better in **any prerequisite course**, the student may not progress until the deficiency has been removed.

All science courses and PSY 223A must have been completed within seven years of the time required in the curriculum or must be repeated.

NURS 1201 (NSG 112A)**Special Topics (2-0)**

Theory of nursing process, nursing math, peri-operative care, eye, ear, oncology, grief and death and clinical application incorporated into NURS 1701.

Prerequisite: Acceptance to the ADN Program. Concurrent enrollment in NURS 1701* and BIOL 2401*.

NURS 1301 (NSG 113N)**Introductory Nursing Nutrition (3-0)**

Principles of normal nutrition to meet the needs of the ill.

NURS 1302 (NSG 113P)**Nursing Pharmacology I (3-0)**

Concepts of basic nursing pharmacology.

NURS 1303 (NSG 123P)**Nursing Pharmacology II (3-0)**

A continuation of NURS 1302.

Prerequisite: NURS 1302.

NURS 1501 (NSG 115)**LVN Transition (3-5)**

Expansion of knowledge base and nursing skills through the study of the nursing process, therapeutic communication, fluid and electrolytes and selected medical-surgical conditions in adult patients.

Prerequisites: Acceptance to the ADN Program with approval based on special criteria, BIOL 2401, 2402 and eligibility for placement into second year nursing courses the following semester.

NURS 1701 (NSG 117A) Nursing I (3-13)

Nursing care of adults with medical-surgical disorders including stages of illnesses, activities of daily living, sepsis, pharmacology, communication skills and laboratory application of NURS 1201.

Prerequisites: Acceptance to the ADN Program. Concurrent enrollment in BIOL 2401* and NURS 1201*.

NURS 1901 (NSG 129) Nursing II (5-13)

Nursing care of adults with medical-surgical disorders of GI, MS, GU, respiratory and endocrine systems.

Prerequisites: NURS 1201, 1701 and BIOL 2401. Concurrent enrollment in BIOL 2402*.

NURS 2501 (NSG 225) Nursing III

(5-17/8 weeks)

Expansion of student skills through maternity and gynecologic nursing.

Prerequisites: First year and concurrent enrollment in BIOL 2420*.

NURS 2502 (NSG 225A) Nursing IV

(5-17/8 weeks)

Care of children with medical-surgical problems.

Prerequisite: First year and concurrent enrollment in BIOL 2420*.

NURS 2503 (NSG 235)**Nursing V (5-17/8 weeks)**

Care of clients with common behavior deviations.

Prerequisite: First year, BIOL 2420 and concurrent enrollment in 3 hour elective*.

NURS 2504 (NSG 235A) Nursing VI

(5-17/8 weeks)

Incorporates care of clients with neuro and cardiac problems with role transition.

Prerequisites: First year, BIOL 2420 and concurrent enrollment in 3 hour elective*.

**Concurrent enrollments are required unless previously completed with a "C" or better.*

Nursing, Critical Care 8021

This program will provide experienced registered nurses with the educational experiences required for employment in the field of critical care nursing.

CCRN 2101 (CCN 111)**Clinical Practicum (0-12.5)**

Clinical applications of critical care theories for the goal of the critically ill patient. Use of assessment in the nursing process relating to the critically ill patient.

CCRN 2102 (CCN 111C)**Computer Applications (1-1)**

Designed to introduce nurses to the use of a clinical information computer system in their work environment, familiarize them with the process and how it relates to their work environment.

CCRN 2103 (CCN 111S) Seminar (1.5-0)

Expansion of knowledge case by case study presentations and special topics. Evaluations will be included to determine mastery of course objectives.

CCRN 2104 (CCN 111G) Gastrointestinal Pathology and Management (1-0)

Designed to review the anatomical landmarks, physiology and pathology of the gastro-intestinal system to include the evaluation of the nutritional status and laboratory parameters.

CCRN 2105 (CCN 111R) Renal and Endocrine Systems (1.5-0)

Review of anatomy and physiology of the renal and endocrine system utilizing the nursing process related to specific health care problems.

CCRN 2106 (CCN 111P) Psychosocial and Ethical Considerations (1.5-0)

Basic principles of psychology and sociology designed to develop an understanding of self-esteem, defense mechanisms and communications. Stress, death and dying, and coping will be discussed. Also ethical issues will be included.

CCRN 2107 (CCN 111H) Hematologic Functions (1-0)

Involves structure and function of the Hematologic system, nursing assessment and disease disorders including the administration of blood products in the critical care setting.

CCRN 2201 (CCN 112) Orientation to Critical Care Nursing (2-0)

General nursing orientation including policies of the critical care units, review of procedures manuals and other specifics. Location of equipment and supplies will be included. Legal aspects concerning critical care nursing will also be covered.

CCRN 2202 (CCN 112P) Pulmonary Pathology and Management (2.3-0)

Expands knowledge of respiratory anatomy and physiology and pathophysiology. Course includes chest x-ray interpretation, ventilator management and arterial blood gas analysis interpretation.

CCRN 2203 (CCN 112N) Neurological Pathology and Management (2-0)

Review of anatomy and physiology specific to neurological system utilizing the nursing process related to specific health care problems.

CCRN 2401 (CCN 114) Cardiovascular/EKG Critical Care (4-0)

Entails a cardiovascular anatomy and physiology review, as well as pathophysiological approach in disease conditions, signs and symptoms, interventions and the use of technical equipment utilized in the management/treatment. Content also involves interpretation, clinical importance and treatment of electrocardiogram strip recordings.

Nursing, Vocational (VNE) 7821

The vocational nursing program is designed to prepare qualified individuals to give direct nursing care to patients of all age groups and to promote development of the individual as a responsible member of society.

Successful completion of vocational nursing curriculum leads to a certificate of proficiency.

Graduates are prepared to provide care in all health care settings that require increasing levels of technical expertise. The preparation of the student is based on scientific principles and structured to provide a foundation of skills on which the vocational nurse may build. Educational experiences are focused on disease prevention and direct care of selected patients.

After successful completion of the one-year curriculum, graduates are eligible for the State Board of Vocational Nursing Examiners examination. Only students who have completed a program of education approved by the State Board and who have successfully passed the state licensing examination are authorized to practice as licensed vocational nurses.

Enrollment in TJC's vocational nursing program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

The Admissions Committee selects the

class on the basis of high school records and test results.

A vocational nursing student must maintain a minimum of a "C" in every vocational nursing course in order to graduate.

Students who do not successfully complete one or more prerequisite courses in any semester may apply to repeat those courses the next time they are offered.

Any student who has withdrawn from the program after successfully completing one or two semesters may re-enter the program (after three semesters) by passing with a 76 percent or better the most current final examination for each nursing course completed prior to withdrawal and successfully completing a practicum in VOCN 1601 prior to readmission.

Readmission to the program is dependent upon available space.

VOCN 1301 (VNE 113)

Health Maintenance (3-0)

Principles of good nutrition and basic concepts of mental health.

VOCN 1302 (VNE 113E) Medical-Surgical Nursing I (evening) (3.4-0) (14 weeks)

An orientation to nursing including professional ethics, legal aspects, introduction to drug classification and drug calculation. (48 clock hours).

VOCN 1321 (VNE 123)

Nursing Care of Children (2.3-4.05)

Disorders, diseases and normal growth and development from birth to adolescence.

Prerequisite: All fall semester courses.

VOCN 1322 (VNE 123A)

Maternity Nursing (2.3-4.05)

Biopsychosocial aspects of client during prenatal and postpartum periods.

Prerequisite: All fall semester courses.

VOCN 1331 (VNE 133E)

Maternity Nursing (evening) (2.5-4.6)

Introduction to the bio-psycho-social aspects of the client during the prenatal and postpartum periods. (40 class hours and 74 clinical hours).

Prerequisite: All Summer I and II and Fall semester courses.

VOCN 1332 (VNE 133F)

Pediatric Nursing (evening) (2.5-4.6)

Disorders, diseases and normal growth and development from birth to adolescence. (40 class hours and 74 clinical hours).

Prerequisite: All Summer I and II and Fall semester courses.

VOCN 1401 (VNE 114)

Science for VNE (4-1)

Basic anatomical and physiological principles of human anatomy, pathogens and their implications in disease.

VOCN 1402 (VNE 114A)

Medical-Surgical Nursing I (4-2)

Orientation to nursing, professional ethics, legal aspects, nursing process, drug classification and selected physiologic maladaptations.

VOCN 1441 (VNE 114E) Long Term Care Nursing (evening) (2.6-11.1) (14 weeks)

Introduction to the aging process including legal, ethical, occupational and leadership aspects of long term care nursing. (36 class hours and 156 clinical hours).

Prerequisite: All Summer, Fall and Spring semester courses.

VOCN 1442 (VNE 144F)

Community Health Nursing

(evening) (2.6-11.1) (14 weeks)

Application of the nursing process in the promotion of health in the community and factors influencing mental illness, including substance dependency problems. (36 class hours and 156 clinical hours).

Prerequisite: All Summer, Fall and Spring semester courses.

VOCN 1601 (VNE 116)

Essentials of Nursing (4-13)

Basic knowledge and skills utilizing the nursing process as well as the calculation and administration of medications.

VOCN 1602 (VNE 116E) Essentials

of Nursing (evening) (11.4-0) (14 weeks)

Basic knowledge and skills of nursing utilizing the nursing process. (160 clock hours).

VOCN 1621 (VNE 126E) Medical-Surgical Nursing II (evening) (6-7.5)

Continued use of the nursing process in selected physiologic maladaptations. (96 clock hours and 120 clinical hours).

Prerequisite: All Summer I and II semester courses.

VOCN 1622 (VNE 126F) Medical-Surgical Nursing III (evening) (6-7.5)

Continued use of the nursing process in selected physiologic maladaptations. (96 clock hours and 120 clinical hours).

Prerequisite: All Summer I and II semester courses.

VOCN 1631 (VNE 136E) Medical-Surgical Nursing IV (evening) (3.6-17.8)

Continued use of the nursing process in selected physiologic maladaptations. (58 clock hours and 284 clinical hours).

Prerequisite: All Summer and Fall semester courses.

VOCN 1731 (VNE 137)

Long Term Care Nursing (3-17)

The aging process along with the legal, ethical, occupational and leadership aspects of long term care nursing.

Prerequisite: All Fall and Spring semester courses.

VOCN 1732 (VNE 137A)

Community Health Nursing (3-17)

Nursing process in promotion of community health, mental illness and substance dependency problems.

Prerequisite: All Fall and Spring semester courses.

VOCN 1821 (VNE 128)

Medical-Surgical Nursing II (4-20.8)

Nursing process continued in selected physiologic maladaptations.

Prerequisite: All Fall semester courses.

Office Technology 5824

The two-year associate degree curriculum in office technology is designed to train students for employment as information managers in the automated business offices of today and the future. Leading-edge technology is emphasized with the latest software packages being used.

A fast-paced certificate program is offered to allow students to develop general office skills that will allow them to meet the employment needs of a business office in nine months.

OFFT 1211 (OFT 112T) Keyboarding (2-1)

Use of the alphabetic, numeric, and symbol keys is taught utilizing a software package. The touch system of keyboarding will be emphasized along with speed and accuracy. Formatting simple business documents will be covered.

OFFT 1312 (OFT 113F)

Office Procedures (3-0)

Concepts of operating an automated office through the use of trained personnel, proper procedures and automated equipment.

OFFT 1313 (OFT 113M)

Business Math/Calculators (3-0)

Mathematical principles used in business are applied utilizing electronic calculators.

OFFT 1314 (OFT 113R)

Business English (3-0)

Grammar, punctuation, spelling and capitalization as applied in written business communications.

OFFT 1315 (OFT 113T)

Beginning Typewriting (3-3)

Mastery of the keyboard by the touch system, formatting business letters, manuscripts tables and other documents.

OFFT 1316 (OFT 113W)

Word Processing (2-2)

Word processing concepts and machine functions are developed using a specific software package. Creation, editing, and printing of business documents will be emphasized along with the special features of the software package being taught.

Prerequisite: OFFT 1211 or higher level of typewriting.

OFFT 1321 (OFT 123)**Machine Transcription (2-2)**

Entry-level job skills for the production of mailable transcripts from machine dictation.

Prerequisite: OFFT 1315 or high school typing.

OFFT 1322 (OFT 123C)**Business Communications (3-0)**

Application of letter-writing principles to inquiries and replies, credit and sales letters, adjustments, collections and business reports.

OFFT 1323 (OFT 123L)**Legal Transcription (2-2)**

Legal terminology is emphasized as students produce legal documents from machine dictation.

Prerequisite: Word processing.

OFFT 1325 (OFT 123T)**Intermediate Typewriting (3-3)**

Development of speed and accuracy along with the production of business documents.

Prerequisite: OFFT 1315 or high school typing.

OFFT 1326 (OFT 123W)**Word Processing (2-2)**

Hands-on experience utilizing professional software package to produce business documents on an IBM or compatible personal computer.

Prerequisite: OFFT 1315 or high school typing.

OFFT 2311 (OFT 213A)**Specialized Software (2-2)**

Business applications are performed using an integrated software package. Students will prepare business documents which require the use of a word processing system, a spreadsheet, and a database.

Prerequisite: A word processing course or approval of the program director.

OFFT 2312 (OFT 213F)**Advanced Office Procedures (3-0)**

Skills needed to manage travel, organize meetings and conferences, manage records and keep accurate financial data.

OFFT 2316 (OFT 213W)**Word Processing (2-2)**

A professional software package is used to produce form documents, boilerplate paragraphs, mailmerge letters and other business documents.

Prerequisite: OFFT 1325 or two years of high school typing.

OFFT 2317 (OFT 213C)**Comparative Word Processing (3-0)**

Hands-on comparative analysis and use of word processing packages.

Prerequisite: Knowledge of keyboard recommended.

OFFT 2318 (OFT 213Y)**Special Topics (3-0)**

Topics that reflect the needs of the business community.

OFFT 2326 (OFT 223W)**Word Processing (3-1)**

Hands-on experience utilizing a software package frequently used by business organizations. Mailmerge, document storage and management, as well as advanced word processing functions will be emphasized.

Prerequisite: OFFT 1211 or higher level of typewriting.

OFFT 2327 (OFT 223F) Administrative**Office Management (3-0)**

Develops an understanding of labor/management relations while stressing the service responsibility of the office to collect, process, store and retrieve information.

OFFT 2328 (OFT 223Y)**Special Topics (3-0)**

Topics that reflect the needs of the business community.

OFFT 2329 (OFT 223A) Internship (1-20)

On-the-job training in a business office.

Prerequisite: Sophomore year or approval of program director and division dean and an approved business office.

OFFT 2338 (OFT 223D)**Desktop Publishing (2-2)**

Concepts and practical applications are taught using a software package. Page layouts, repagination, merging of graphics and text, and utilization of different font styles are emphasized.

Prerequisite: A word processing course.

Optician Technician 8037

The curriculum for optician technician represents a carefully planned balance of theory and practice in all aspects of the profession. The purpose of the program is to prepare the student to apply the science of optics to the making and fitting of lenses and devices; to aid in providing comfortable and efficient vision; to prepare the student to measure, adapt and fit eyeglasses or contact lenses to the human face for the aid of correction of visual or ocular abnormalities; and to train the student in the use of measuring devices, instruments, machines and hand tools.

All required courses of the optician technician curriculum must be completed with a "C" or better. Having **not** received a "C" or better in any prerequisite course, the student may not progress until the deficiency has been removed. Students successfully completing this one-year program are awarded a certificate of proficiency.

OPTT 1201 (OD 112) Office Procedures, Ethics and Insurance (2-0)

Retail office procedures, ethics, layout, laboratory, insurance programs and claim forms.

Prerequisite: Admittance to program.

OPTT 1301 (OD 113A) Anatomy and Physiology of Eye (3-0)

Eye structure and function with emphasis on cornea and visual stimuli.

Prerequisite: Admittance to program.

OPTT 1302 (OD 113C) Optics I (3-0)

Light behavior and effect lenses have on light.

Prerequisite: Admittance to program.

OPTT 1320 (OD 123C)

Contact Lenses (3-3)

Contact lens materials, fitting techniques and responsibilities.

Prerequisite: Successful completion of OPTT 1401, 1601, 1301 and 1302.

OPTT 1321 (OD 123D) Seminar (3-0)

Preparation for the State and National Certification Exam.

Prerequisite: Successful completion of all first semester courses.

OPTT 1322 (OD 123E) Optics II (3-3)

Application of lens equations, optics of spheres, cylinders, prism, surface charts and tools.

Prerequisite: OPTT 1302.

OPTT 1323 (OD 123F)

Ophthalmic Materials Lab II (3-3)

Advanced use of tools, machinery, hand edging, mounting lenses and quality control.

Prerequisite: OPTT 1401.

OPTT 1401 (OD 114)

Ophthalmic Materials Lab I (4-8)

Ophthalmic terms, lens design and surface powers relating to refracting errors, grinding lens surface, computing lens curves and lens power measuring instruments.

Prerequisite: Admittance to program.

OPTT 1421 (OD 124)

Ophthalmic Dispensing II (3-6)

Dispensing procedures, technique for fitting frames and study of materials.

Prerequisite: OPTT 1601.

OPTT 1531 (OD 115)

Applied Laboratory (1-39) (6 weeks)

Supervised laboratory designed to provide the student with an integration of skills in a retail and applied laboratory setting.

Prerequisite: Successful completion of all first and second semester courses.

OPTT 1601 (OD 116)

Ophthalmic Dispensing I (6-3)

Refractive errors, lens aberration and effects, safety lens, prisms, anatomy optics and bifocal fitting procedures.

Prerequisite: Admittance to program.

Ornamental Horticulture 5026

Ornamental horticulture describes a range of occupations dealing with the propagation and production of ornamental plants in both fields and greenhouses, and the sale and use of trees, shrubs, flowers, garden plants and turf.

Students completing this program of instruction can look forward to careers that improve and beautify our environment. This program leads to the associate of applied science degree.

HORT 1301 (HRT 113A)

Landscape Plant Materials (3-3)

Identification, classification, characteristics and landscape use of shrubs, vines, ground covers, flowers and landscape trees.

HORT 1309 (HRT 113S) Seminar/ Cooperative Training (1-33) (5 weeks)

A training plan will be developed for each student for their on-the-job training.

Prerequisite: Completion of 15 hours of HORT courses.

HORT 1321 (HRT 123A)

Herbaceous and Tropical Plants (2-4)

Identification, culture, use of ornamental herbaceous plants in homes, indoor and outdoor gardens, shopping malls and other commercial buildings and conservatories.

HORT 1322 (HRT 123B)

Floral Design I (2-4)

Basic principles of floral design using fresh flowers and other materials to create basic corsages, boutonnieres, home-coming mums and floral arrangements.

HORT 1323 (HRT 123C)

Landscape Maintenance (2-4)

Equipment and practices used in professional grounds maintenance programs, turfgrass establishment and maintenance of trees, shrubs and ground covers.

HORT 2301 (HRT 213)

Greenhouse Horticulture (2-4)

Construction and operation of horticulture production structures, such as greenhouses, hot beds and cold frames.

HORT 2302 (HRT 213A)

Nursery Operations (3-3)

Layout, organization of staff and physical facilities used in wholesale, retail, field production, landscape and garden center nurseries in Texas; legal requirements for starting a nursery in Texas.

HORT 2312 (HRT 213C)

Floral Design II (2-4)

Principles of floral arrangement design using silk, fresh, dried and cut flowers.

Prerequisite: HORT 1322 or consent of program director.

HORT 2313 (HRT 213E)

Greenhouse Crop Production (2-4)

Problems and problem solving techniques used in the greenhouse industry; actual production of bedding plants, foliage plants and floral crops.

HORT 2321 (HRT 223D)

Landscape Development (2-4)

Planning of landscape operations, installation, care of plant materials, construction of landscape features, installation of drainage and irrigation systems.

HORT 2322 (HRT 223P) Horticulture Pest Controls and Chemicals (3-3)

Commercial methods of plant problem diagnosis and treatment, insect identification, plant diseases, appropriate treatments, chemicals and fertilizers used in horticulture industry.

HORT 2323 (HRT 223)

Ornamental Crop Production (2-4)

Advanced methods in nursery and greenhouse crop production, container grown plants, selected pot plant and field production.

HORT 2401 (HRT 214) Fundamentals of Design and Landscaping (3-6)

Basic principles, practices and concepts of landscape design, preparation of plan, specifications and cost estimates.

Prerequisite: HORT 1301 or consent of program director.

Philosophy

PHIL 1301 (PHI 113)

Introduction to Philosophy (3-0)

A general introduction to philosophy designed to give basic knowledge of philosophy and understanding of the issues from which that history evolved.

PHIL 2306 (PHI 213)

Introduction to Ethics (3-0)

A consideration of the basic principles of human life with critical examination of traditional and current theories of the nature of goodness, happiness, duty and freedom including readings from selected philosophies, past and present.

Physics

Physics is the fundamental physical science. The study of physics provides background for engineering, industrial research and development, medicine, teachers of science and biological sciences.

Students majoring in physics who do not receive advance placement in MATH 2312 and 1316 are encouraged to take these courses in the summer so that they may enroll in MATH 2313 in the first semester of the freshman year.

A student majoring in physics should see a Tyler Junior College faculty advisor for help in completing a course plan.

PHYS 1105 (PHY 111)

Physics Problems Laboratory (0-3)

A lab designed in the field of mechanics, fluids, heat, vibrations, electricity and optics to illustrate real-world applications of concepts taught in PHYS 1305.

PHYS 1305 (PHY 113)

Physics Problems (3-0)

General physics with emphasis on problem solving. Computational skills using basic algebra, trigonometry, and the electronic calculator will be an integral part of this course.

PHYS 1307 (PHY 123)

Physics Problems II (3-0)

A continuation of PHYS 1305 with an emphasis on electricity, magnetism and modern physics.

Prerequisite: PHYS 1305.

PHYS 1371 (PHY 113D)

Statics and Strength of Materials (3-0)

Fundamentals of statics, resultant and equilibrant of forces, moments, friction, strength of materials, material properties, joint analysis, beams, columns, combined stresses and torque.

PHYS 1401 (PHY 114B)

General Physics (3-3)

Fundamentals of classical mechanics, heat and sound for premedical, biological science, pharmacy, architecture students and others needing technical courses in physics.

PHYS 1402 (PHY 124B)

General Physics (3-3)

A continuation of PHYS 1401 including electricity and magnetism, light and modern physics.

Prerequisite: PHYS 1401.

PHYS 2425 (PHY 124A) **Mechanics** (3-3)

A calculus-based course for students who intend to major in physics, chemistry, mathematics or engineering.

Prerequisite: Credit or registration for MATH 2313.

PHYS 2426 (PHY 224A)

Advanced Physics (3-3)

Includes electricity and magnetism. Required of all engineering majors.

Prerequisite: PHYS 2425 and credit or registration for MATH 2314.

PHYS 2427 (PHY 214A)

Advanced Physics (3-3)

Heat, wave-motion, optics and atomic phenomena.

Prerequisite: PHYS 2425 and credit or registration for MATH 2314.

Postal Management 9624

This program provides two years of courses in postal service leading to an associate in applied science degree.

The first two semesters are a detailed study of the theory and operations in postal service. These courses and other related courses may be taken by any student. During the last two semesters, one seminar and on-the-job training is required and only postal service employees may enroll in this seminar.

Students are provided with a fundamental knowledge of various departments of the postal service and the guidelines of postal regulations and operational procedures. This degree does not insure employment in the postal service.

PSMG 1301 (PMT 113) **Introduction to the Postal Service (3-0)**

A history of the U.S. Postal Service and the structure of the service before the Postal Reorganization Act of 1970.

PSMG 1302 (PMT 113A) **Mail Processing (3-0)**

A detailed survey covering mail classification and rates, service standards, ODIS, distribution systems and objectives and responsibilities of mail processing.

PSMG 1321 (PMT 123A) **Postal Customer Service (3-0)**

Discusses customer relations, retailing postal products and how to manage professional window service operations.

PSMG 2301 (PMT 213) Postal Accounting and Finance Procedures (3-0)

A review of postal accounting with emphasis on long- and short-range budget techniques.

PSMG 2302 (PMT 213S) Training and Employee Development (3-0)

The techniques of job instruction training used in postal training. Human relations skills needed in dealing with trainees and managers is included.

PSMG 2321 (PMT 223) Postal Management and Supervision (3-0)

The supervisor's role in planning and staffing; organization principles and their relation to the daily tasks of postal managers.

PSMG 2322 (PMT 223A) **Employee and Labor Relations (3-0)**

Collective bargaining procedures, union/labor laws, arbitration, grievance procedures and contract construction.

PSMG 2323 (PMT 223B) **Associate Office Management (3-0)**

Designed to provide a functional knowledge of the necessary skills needed to effectively perform the duties of postmaster in associate offices.

Prerequisite: PSMG 2301.

PSMG 2331 (PMT 223S) Postal Problems and Analysis Seminar (1-20)

The art and science of problem solving with a focus on employee and labor relations. (Seminars are not eligible for veteran's benefits.)

Psychology

A student majoring in psychology should see a Tyler Junior College faculty advisor for help in completing a course plan.

PSYC 0100 (PSY 111) **Freshman Orientation (1-0)**

Designed to help students adjust to college life with emphasis on developing effective study skills, making wise educational choices and learning appropriate social and personality development. Required of full-time beginning students. Offered each semester and in special summer sessions.

PSYC 0301 (PSY 013) **Personal Development (3-0)**

Basic principles of psychology designed to help develop interpersonal and specific behavioral self-management skills that will enable students to gain control over personal development directly relating to academic achievement.

PSYC 2301 (PSY 213) **Introductory Psychology (3-0)**

Basic principles of psychology relating to individual differences, intelligence, development of personality, growth, motivation drives, emotions and learning. This course is also offered through instructional television.

PSYC 2302 (PSY 223)**Applied Psychology (3-0)**

Basic psychological principles applied to adjustment and behavioral problems including a study of personality, attitudes, social relations and interactions as well as techniques for coping with stress and anxiety encountered in everyday situations of life and work.

PSYC 2308 (PSY 223A)**Child Growth and Development (3-0)**

The stages in the process and the physical, social, mental and emotional factors which influence growth and development of children up to adolescence.

PSYC 2319 (PSY 213A)**Social Psychology (3-0)**

The study of individual behavior within the social environment.

Radio/Television

(See also R/TV courses listed in Journalism)

COMM 1336 (RTV 123B)**Television Production (3-3)**

Practical experience in operating television studio and control room equipment. Course will include pre-production and post-production training.

COMM 2303 (RTV 123A)**Audio/Radio Production (2-2)**

Concepts and techniques of sound production including coordinating and directing processes. Emphasis on hands-on experience with equipment, sound sources and talent directing.

COMM 2331 (RTV 113)**Radio/Television Announcing (3-0)**

Students study principles of announcing, voice, articulation, pronunciation and delivery while gaining experience with various types of announcing.

COMM 2324 (RTV 213)**Practicum in Electronic Media (3-3)**

Lecture and lab instruction and hands-on practice using electronic media equipment.

Radiologic Technology 8033

Tyler Junior College offers a cooperative program with area medical facilities which is designed to provide skilled technologists in diagnostic medical radiography. The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT). Graduates of the program are eligible to apply for admission to sit for the certification exam administered by the American Registry of Radiologic Technologists (ARRT).

A balanced curriculum of general didactic and clinical courses offers the student an opportunity for cultural development as well as occupational competence. Clinical instruction is given at Medical Center Hospital, Mother Frances Hospital, the University of Texas Health Center and other assigned affiliates under the direction of radiologists, directors of radiology departments and clinical educators.

The minimum time for program completion is 24 months. A minimum grade of 75 will be required on all radiologic technology courses.

All required courses of the associate degree curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

RADT 1201 (XRT 112)**Methods of Patient Care (2-0)**

Includes nursing procedures and techniques used in general care of patients.

Prerequisite: Admittance to program.

RADT 1301 (XRT 113)**Radiologic Technology I (3-4)**

An introduction to radiologic technology with laboratory sessions in an on-campus, energized laboratory.

Prerequisite: Admittance to program.

RADT 1302 (XRT 113C)**Clinical Education I (3-16)**

Clinical participation in routine radiographic, darkroom, office procedures and use and care of equipment.

Prerequisite: Admittance to program.

RADT 1321 (XRT 123A)**Radiologic Technology II (3-4)**

A continuation of Radiologic Technology I including positioning, radiographic exposure and medical terminology.

Prerequisite: RADT 1301.

RADT 1322 (XRT 123C)**Clinical Education II (3-16)**

A continuation of Clinical Education I. Clinical rotations in general radiography and assistance with contrast media studies.

Prerequisite: RADT 1302.

RADT 1601 (XRT 116S)**Clinical Education III (2-35)**

Continuation of Clinical Education II with completion of competencies involving general radiography.

Prerequisite: RADT 1322.

RADT 2101 (XRT 211)**Clinical Education IV (1-27)**

A continuation of Clinical Education III with rotations in areas of specialization.

Prerequisite: RADT 1601.

RADT 2201 (XRT 212S) Seminar (3-0)

Discussion of medical radiography subject areas and preparation of student for A.R.R.T. exam.

Prerequisite: RADT 2321.

RADT 2221 (XRT 221)**Clinical Education V (1-27)**

A continuation of Clinical Education IV.

Prerequisite: RADT 2101.

RADT 2222 (XRT 221A)**Department Administration (1-0)**

Organization, function, supervision and financial arrangements of radiology department.

Prerequisite: Concurrent enrollment in RADT 2223.

RADT 2223 (XRT 222)**Quality Assurance (2-0)**

An introduction to evaluation methods for assuring consistency in radiography.

Prerequisite: RADT 2302.

RADT 2224 (XRT 222A) Pathology (3-0)

Concepts of disease as it relates to radiographic procedures.

Prerequisite: RADT 1321.

RADT 2301 (XRT 213A)**Radiobiology and Protection (3-0)**

A study of radiation protection and radiation biology.

Prerequisite: PHYS 1307.

RADT 2302 (XRT 213C)**Radiologic Technology III (3-0)**

A continuation of Rad Tech II including special procedures and advanced radiographic exposure.

Prerequisite: RADT 1321.

RADT 2321 (XRT 223A)**Radiologic Technology IV (3-0)**

A continuation of Radiologic Technology III including advanced positioning, ethics and the legal aspects of the profession.

Prerequisite: RADT 2302.

RADT 2601 (XRT 216S)**Clinical Education VI (2-35)**

A continuation of Clinical Education V and completion of all competencies.

Prerequisite: RADT 2221.

Reading

NOTE: An exit-level test must be passed in each developmental reading course in order to continue in the reading sequence.

READ 0101 (RDG 011R)**Reading Laboratory (1-2)**

Designed to improve proficiency in reading comprehension, rate, word recognition and vocabulary development. (Taken concurrently with READ 0301)

READ 0104 (RDG 041R)**Reading Review (1-0)**

Review and practice of reading skills including study of vocabulary, main idea and support, author's intent, organization of ideas, critical reasoning and study skills.

Prerequisite: Consent of program director.

READ 0301 (RDG 013R)**Developmental Reading I (3-0)**

Improving **basic** reading skills through individualized development of word attack, comprehension, vocabulary and rate. (Required of students who do not present qualifying TASP or local reading placement test scores.)

READ 0302 (RDG 023R)**Developmental Reading II (3-0)**

Improving **intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.

(Required of students who do not present qualifying TASP or local reading placement test scores.)

READ 0303 (RDG 033R)**Developmental Reading III (3-0)**

A continuation of **intermediate** reading skills through individualized development of word attack, comprehension, vocabulary and rate.

READ 0312 (RDG 013S)**College Study Skills (3-0)**

Designed for the improvement of managing time, listening effectively, taking notes, concentrating, retaining information and taking examinations.

READ 1301 (RDG 113D)**Advanced Reading (3-0)**

Emphasizes the increased development of speed and comprehension skills in reading.

Recreation: Tennis Teaching 9621

This program provides a two-year course to train students in teaching tennis, planning programs for tennis facilities, merchandising and operating pro shops and maintaining of tennis facilities. In addition, students are trained and prepared for certification testing.

Students spend approximately 15 hours a week working in tennis-related programs. Programs include lab work, on-campus tennis clinics, pro shops, private clubs, municipal tennis programs and the functions of team coaching. Training aids used in the tennis program are books, training films, video tape recorders, audio tape recorders, ball machines, stringing equipment and field trips to various tennis and sport facilities.

Upon graduation from this program, the student receives an associate in applied science degree with a major in tennis teaching.

RECL 1201 (REC 112L)**Tennis Teaching Lab I (0-15)**

On-court teaching skills with an emphasis placed on individual lessons.

RECL 1202 (REC 122L)**Tennis Teaching Lab II (0-15)**

Studies technical equipment such as teaching aids including ball machines, video recorder, audio recorder and tennis stringing equipment with a continuation of on-court skills with an emphasis on group dynamics.

RECL 1205 (REC 112S) Summer Tennis Experience (5 weeks) (6.4-0)

Designed to train students for their approved, tennis-related summer work which includes responsibility for a journal of activities and an evaluation of the work assignment.

RECL 1300 (REC 113A) Scientific Approach to Tennis Teaching (3-0)

An analysis of tennis from a scientific viewpoint with information based on recent information by research studies of prominent tennis physicists and biomechanics.

RECL 1301 (REC 113S)**Tennis Seminar I (3-0)**

A study of the methods and materials to coach tennis including principles for becoming a professional tennis coach, proper coaching methods, fundamentals of tennis and the philosophy of tennis.

RECL 1302 (REC 123)**Individual Tennis Instruction (3-0)**

A study of the uniqueness of the individual in tennis with detailed information on reasons and objectives explaining the participation of the individual in tennis and the understanding of procedure and application for private instruction as well as theory.

RECL 1303 (REC 123S)**Tennis Seminar II (3-0)**

A study of planning, organizing and conducting activities for tennis programs including promotion, special events, clinics, junior development, ladies days, ladders, tournaments, leagues and social events as well as the construction of the overall program.

RECL 1400 (REC 114S) Summer Tennis Experience Lab (6 weeks) (1-39)

Designed to train students for their approved, tennis-related summer work.

RECL 2203 (REC 212L)**Tennis Teaching Lab III (0-15)**

Emphasis placed on the organization, planning and performance of group lessons with a continuation of court skills as well as emphasis on personal playing skills.

RECL 2204 (REC 222L)**Tennis Teaching Lab IV (0-15)**

A survey of teaching opportunities at various clubs. Students will contribute to creative and innovative lessons and programming as well as a continuation of playing skills and off-court procedures of the tennis profession.

RECL 2305 (REC 213C) Tennis Camp and Club Management (3-0)

The process of managing by planning, directing, coordinating and controlling of tennis facilities, employees and participants.

RECL 2306 (REC 213S)**Tennis Seminar III (3-0)**

An emphasis placed on sport science; including sport psychology, physical conditioning, injury prevention and motor learning.

RECL 2307 (REC 223E) Contemporary Concepts in Tennis Instruction (3-0)

Further training of tennis instruction by a study of a selected reading list of tennis authors with a comparison and analysis of the similarities and differences of teaching and coaching styles and methodologies of the published works.

RECL 2308 (REC 223S)**Tennis Seminar IV (3-0)**

A study of essential elements and basic principles involved in preparation for the USPTA Certification test. Includes review of playing, teaching and business skills.

Respiratory Therapy 8025

(Cardiopulmonary Technology)

Respiratory Therapy offers two programs which prepare individuals for an allied health specialty in clinical care and management of respiratory disorders. The 12-month program leads to a certificate of proficiency and qualifies the graduate to apply for the Certified Respiratory Therapy Technician board examination. The 22.5-month program graduates a student with an associate in applied science degree and qualifies the individual to apply for the Registered Respiratory Therapist board examination.

The curriculum for the certificate program is included in the registry curriculum which is expanded with academic courses. These didactic courses include biology, chemistry, mathematics and English. Respiratory therapy courses consist of classroom, laboratory and supervised hospital experiences. The certification and registry programs have full accreditation from the Joint Review Committee on Respiratory Therapy Education (JRCRTE).

Enrollment in this program is limited. See the Selected Admissions requirements in the admissions section of this catalog.

Science courses taken after application and acceptance to the Tyler Junior College respiratory therapy program are expected to be taken at Tyler Junior College. Approval must be granted by the program director and instructional division dean for enrollment in a science course at another college or university.

Transfer credit for science courses completed at other colleges and universities, prior to application and acceptance at Tyler Junior College, will require individual consideration.

Persons who are certified respiratory technicians (CRTT) have an alternate means of becoming registry eligible. A CRTT with 62 credit hours which include courses in anatomy, physiology, chemistry, biology, microbiology, math and physics, may become eligible to sit the registry examination. The curriculum may be taken to obtain an associate in applied science degree. See the program director for details.

Selected respiratory courses are periodically offered in the evening.

All required courses of the Respiratory Therapy curriculum must be completed with a "C" or better. Having **not** received a "C" or better **in any prerequisite course**, the student may not progress until the deficiency has been removed.

RESC 1120 (RT 121) Pediatric Care (1-0)

Theory and application of respiratory care for pre-adult patients.

Prerequisites: RESC 1210, 1410 and 1411.

RESC 1210 (RT 112) Cardiopulmonary Anatomy and Physiology I (2-1)

Aspects of the heart, lungs, kidneys and brain related to respiratory care practice.

Prerequisite: Program director's approval.

RESC 1220 (RT 122) Pharmacology

Entry level aspects of respiratory care pharmacology, pulmonary rehabilitation and home care.

Prerequisite: Program director approval.

RESC 1230 (RT 112C)

Clinical Experience I (0-32)

A continuation of RESC 1320.

Prerequisite: RESC 1120, 1220, 1320, 1321 and 1420.

RESC 1231 (RT 112L) Seminar and New Technology I (7-0)

Integration of respiratory care procedures and theory applied to clinical situations and new respiratory care technology.

Prerequisite: RESC 1120, 1220, 1320, 1321 and 1420.

RESC 1240 (RT 122C)

Clinical Experience II (0-32)

A continuation of RESC 1230.

Prerequisites: RESC 1120, 1220, 1320, 1321, 1420, 1231 and 1230.

RESC 1241 (RT 122L) Seminar and New Technology II (7-0)

A continuation of RESC 1231.

Prerequisites: RESC 1120, 1220, 1320, 1321, 1420, 1231 and 1230.

RESC 1310 (RT 113) Basic Skills (3-0)

Basic scientific concepts related to respiratory care.

Prerequisite: Program director approval.

RESC 1320 (RT 123)

Clinical Laboratory (0-16)

A continuation of RESC 1410.

Prerequisites: RESC 1410, 1411 and concurrent enrollment in RESC 1420.

RESC 1321 (RT 123A) Pathology (3-0)

Theory and application of respiratory care related to diseases.

Prerequisites: RESC 1210, 1410 and 1411.

RESC 1410 (RT 114)

Clinical Orientation (3-12)

Theory, clinical application of basic respiratory care procedures and responsibilities.

Prerequisite: Admittance to program and concurrent enrollment in RESC 1411.

RESC 1411 (RT 114A) Technology I (3-4)

Theory and laboratory application of basic respiratory care procedures.

Prerequisite: Admittance to program and concurrent enrollment in RESC 1410.

RESC 1420 (RT 124) Technology II (3-4)

A continuation of RESC 1411.

Prerequisite: RESC 1210, 1410 and 1411. Concurrent enrollment in RESC 1320.

RESC 2220 (RT 222)

Clinical Practice II (0-8)

A continuation of RESC 2310.

Prerequisites: RESC 2310, 2410 and 2311.

RESC 2310 (RT 213)

Clinical Practice I (0-16)

A continuation of RESC 1320 and 112S with emphasis on advanced-level application of respiratory care procedures.

Prerequisite: RESC 1320, 115S and 125S or graduate from certification program. Concurrent enrollment in RESC 2410 and 2311.

RESC 2311 (RT 213A) Advanced Cardiopulmonary Topics (3-0)

Advanced-level respiratory care topics.

Prerequisite: RESC 1220, 1321 and 1420.

RESC 2321 (RT 213B)

Seminar and Care Planning (3-0)

Advanced-level respiratory care topics and care plans.

Prerequisite: RESC 2322.

RESC 2322 (RT 223A) Applied Cardiopulmonary Pathology (3-0)

A continuation of RESC 1321 with advanced-level emphasis.

Prerequisites: RESC 1321, 2410 and 2311.

RESC 2410 (RT 214) Technology III (3-3)

Advanced technology.

Prerequisite: RESC 112S and 1420 or graduation from certification program.

Sociology

A student majoring in sociology should see a Tyler Junior College faculty advisor for help in completing a course plan.

SOCI 1301 (SOC 213)

Introduction to Sociology (3-0)

Basic concepts and principles of social behavior, relationships of culture and social interactions to human behavior and analysis of existing group structures and social organizations. This course is also offered through instructional television.

SOCI 1306 (SOC 223)

Social Problems (3-0)

An application of sociological concepts and methods to the analysis of current social problems including juvenile delinquency, alcoholism, suicide, family disorganization and crime.

SOCI 2301 (SOC 213A)

Marriage and Family (3-0)

An overview of marriage and family life with an analysis of changing lifestyles and social relationships involved in dating and in interpersonal adjustments in marriage, divorce and remarriage.

SOCI 2331 (SOC 223A)

Current Issues Sociology (3-0)

An in-depth study of specific contemporary topics such as sociobiology, urban society, gerontology, death and dying or sex roles. The course topics may vary.

CRIJ 1322 (CJ 123D) **Criminology** (3-0)

Presents theories, causes of crime and criminal typologies. (Same as CRIJ 1322)

SOCI 2336 Criminology (3-0)

(Same as CRIJ 1322)

SOCW 2361 (SOC 223B)

Introduction to Social Work (3-0)

Development of the philosophy and practice of social work in the United States; survey of the fields and techniques of social work.

SOCI 2370 (SOC 223D)

Medical Sociology (3-0)

The study of theories relating to death and dying as applied to stress management, crisis management, the sick role, bereavement and adjustment in the social setting.

Speech/Theatre

A student majoring in speech or theatre should see a Tyler Junior College faculty advisor for help in completing a course plan.

Speech Courses

SPCH 1144 (SPH 111F), **1145** (121F),

2144 (211F), **2145** (221F)

Forensic Act (0-3)

Designed for students interested in speech and theatre activities including various events at festivals and tournaments and the opportunity for participation in these contests.

SPCH 1311 (SPH 113A) **Introduction to Speech Communication** (3-0)

Emphasis on the importance of both listening and speaking to help the student recognize elements necessary for communication in personal, small group and public speaking.

SPCH 1315 (SPH 113)

Public Speaking (3-0)

Principles and types of speeches and the importance of listening with practice in planning, organizing and delivering general speeches to improve informative, persuasive and entertainment skills. Offered every spring.

SPCH 1318 (SPH 213I)

Interpersonal Communication (3-0)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships.

SPCH 1321 (SPH 223A) **Business and Professional Speaking** (3-0)

Types and techniques of speeches most common to business and professional people including theory and practice in business speech situations, personal conferences, job interviews, oral reports, sales talks and occasional speeches.

SPCH 1342 (SPH 113C)

Voice and Diction and Phonetics (3-0)

The basic principles of diction including physiological description and practice in the use of the International Phonetic Alphabet with intensive practical experiences in voice development and special activities to meet individual vocal needs and professional objectives. Counts toward both a speech and theatre major.

SPCH 1370 (SPH 113B)**Speech for Prospective Teachers (3-0)**

Covers the improvement in the prospective classroom and the teacher's command of the basics of good speech and understanding of the practical application of speech in teaching students. Students may not receive credit for both SPCH 1311 and 1370.

SPCH 2341 (SPH 123A)**Oral Interpretation (3-0)**

Includes theory in understanding and interpreting the printed page plus practice in presentation of the various literary forms. Counts toward a speech and theatre major and offered every semester.

Theatre Courses**DRAM 1310 (THE 213A)****Introduction to the Theatre (3-0)**

An introductory survey of theatre arts including general overview of play analysis, playwriting and dramatic criticism, and techniques of modern theatre methodology in acting, directing, scene design and lighting.

DRAM 1320 (THE 113W)**Rehearsal and Performance I (3-0)****DRAM 1321 (THE 123W)****Rehearsal and Performance II (3-0)**

Emphasis on techniques and procedures in mounting productions in this theatre course covering all phases of theatre through actual participation culminating in a production.

DRAM 1330 (THE 123C) Stagecraft I (3-3)

A study and practice in the visual arts of the theatre and an introduction to stagecraft and lighting with additional work on technical crews providing practical experience.

DRAM 1341 (THE 123M) Makeup (3-0)

Covers the principles of straight and character makeup with intensive practical application and experience in stage productions.

DRAM 1351 (THE 123B) Acting I (2-4)

Covers theory and practice of acting with students gaining practical experience in development of vocal and physical techniques for actors.

DRAM 1352 (THE 213B) Acting II (2-4)

A continuation in the theory and practice of acting and practical experience in

problems of creating characterization with emphasis on developing vocal and physical skills.

Surveying Technology

The surveying technology program is designed to teach the student the basic elements of surveying required of a land surveyor as well as to provide the 32 semester hours of surveying courses required for a professional license. Boundary surveying is emphasized and includes history, dendrology, evaluating property corners, measuring boundaries, describing land by metes and bounds, calculating land areas and using the Texas Coordinate System. The student also has the opportunity to study mapping, route surveying, control surveying, GPS and electronic data collection. After successful completion of the two-year program, the student receives the associate in applied science degree.

SURV 1311 (SUR 113)**Introduction to Surveying (3-0)**

An overview of the surveying industry and introduction to surveying equipment; emphasis on leveling, measuring horizontal distances and topographic mapping.

Prerequisite: Concurrent enrollment in SURV 1321.

SURV 1312 (SUR 123)**Land Surveying (3-0)**

Land history of Texas, public domain, public lands of the United States and boundary retracement.

Prerequisite: SURV 1322.

SURV 1321 (SUR 113A)**Surveying Measurements Practice (2-4)**

The methods of measurements, measurement equipment and recording of survey data in a field notebook.

Prerequisite: Concurrent enrollment in SURV 1311.

SURV 1322 (SUR 123A)**Land Surveying Practice (2-4)**

Theory and practical use of the EDM and theodolite surveying equipment, field to finish data collection with electronic data collector, and setting up a boundary traverse.

Prerequisite: Concurrent enrollment in SURV 1312.

SURV 1331 (SUR 113B)**Surveying Calculations I (3-0)**

Fundamentals of coordinate geometry and application to mapping; theory of mistakes and errors; introduction to Manual of Practice, and introduction to algebraic and reverse Polish notation calculators.

Prerequisite: Concurrent enrollment in SURV 1321.

SURV 1332 (SUR 123B)**Surveying Calculations II (3-0)**

Application of coordinate geometry to survey traverses, introduction to error analysis, traverse adjustment and calculation of areas.

Prerequisite: Concurrent enrollment in SURV 1312.

SURV 1341 (SUR 113C)**Theory of Survey Measurement (3-0)**

This course is an overview of the surveying industry with emphasis on the use of calculators and computers in computations. For experienced surveyors only. Students may not receive credit for both SURV 1311, its companion lab SURV 1321, and SURV 1341.

SURV 1342 (SUR 123C) Application of Coordinate Geometry (3-0)

Procedures of calculating areas, coordinate geometry, traverse adjustment and error analysis. For experienced surveyors only. Students may not receive credit for both SURV 1312, its companion lab SURV 1322 and SURV 1342.

SURV 2313 (SUR 213) Topographic Surveying and Mapping (3-0)

Theory and field methods for determining a true meridian through field astronomy, state plane coordinates, G.P.S. and mapping.

Prerequisite: Concurrent enrollment in SURV 2323.

SURV 2314 (SUR 223)**Route Surveying (3-0)**

Theory methods of surveying for highway routes, pipelines, utility and waterway construction and site stakeout.

Prerequisite: SURV 2324.

SURV 2323 (SUR 213A)**Field Mapping Practice (2-4)**

A study of planimetric and topographic maps, polaris observations, solar observations, dendrology, photogrammetry, G.P.S. and triangulation station recovery.

Prerequisite: Concurrent enrollment in SURV 2313.

SURV 2324 (SUR 223A)**Route Surveying Practice (1-4)**

In depth field practice of surveying procedures for route construction, design, calculation and stakeout.

Prerequisite: Concurrent enrollment in SURV 2314.

SURV 2333 (SUR 223B)**Legal Principles I (3-0)**

A study of location, conveyance, ownership and transfer of real property under the laws of the state of Texas; emphasis on record search and preparation of a deed record sketch.

SURV 2334 (SUR 223D)**Legal Principles II (3-0)**

Legal principles, retracement and boundary location with application of legal principles and rules of construction; writing survey reports and property descriptions; General Land Office research; and a review of boundary law cases.

SURV 2343 (SUR 213C)**Control Surveying (3-0)**

Control surveying, field astronomy, state plane coordinates and dendrology. For experienced surveyors only. Students may not receive credit for both SURV 2313, its companion lab SURV 2323 and SURV 2343.

SURV 2344 (SUR 223C)**Construction Survey (3-0)**

This course covers theory methods of surveying for highway routes, pipelines, utility lines and waterway construction. For experienced surveyors only. Students may not receive credit for both SURV 2314, its companion lab SURV 2324, and SURV 2344.

Welding 6245

Welding is a two-year, post-secondary program designed to qualify the student for entry-level code welding for industry.

Upon successful completion of the program the student will receive an associate in applied science degree.

WELD 1301 (WLD 113B)

Blueprint Reading for Welding (3-0)

Terms and definitions, lines, views, print format, types of fabrication prints, with emphasis on identification of welding symbols.

WELD 1302 (WLD 113C)

Introduction to Arc Welding (2-4)

Terms, definitions, AWS electrode classifications, safety, striking an arc, running beads in various positions and different joint configurations.

WELD 1303 (WLD 113O) Oxy-acetylene Welding and Cutting (2-4)

An introduction to oxy-acetylene welding and cutting including the limitations of equipment, safety, manual and automatic systems for pipe and plate.

WELD 1321 (WLD 123C)

Advanced Arc Welding (2-4)

A continuation of arc welding; running double v-groove test plates with backing strip and running open butt joints using E6010 and E7018 electrodes in various positions.

Prerequisite: WELD 1302.

WELD 1322 (WLD 123G)

Introduction to GMAW (MIG) and FCAW (FLUX CORE) (2-4)

Terms and definitions, safety procedures, proper set up of equipment, characteristics of short-circuit transfer and spray-arc transfer, welding of T-joints and butt joints in different positions.

Prerequisites: WELD 1302, WELD 1303.

WELD 1421 (WLD 124)

Survey of Industrial Welding (2-7)

An introduction to welding procedures including oxy/acetylene, arc, and MIG & TIG as applicable to the industrial/commercial setting.

WELD 2301 (WLD 213A)

Introduction to Pipe Welding (2-4)

Terms and definitions, safety procedures, weld defects, AWS test positions for open butt v-groove pipe joints, proper joint preparation, demonstration and hands-on practice in different positions using E6010 and E7018 electrodes.

Prerequisites: WELD 1303, WELD 1302, WELD 1321.

WELD 2302 (WLD 213T)

Introduction to GTAW (TIG) (2-4)

Terms, definitions, proper safety procedures, proper selection of tungsten electrodes and shielding gases, the welding of T-joints and butt joints in different positions.

Prerequisites: WELD 1303, WELD 1302, WELD 1322.

WELD 2321 (WLD 223A)

Advanced Pipe Welding (2-4)

A continuation of pipe welding with advanced applications in S.M.A.P. Welding in various positions, using E6010 and E7018 electrodes.

Prerequisite: WELD 2301.

WELD 2322 (WLD 223G)

Advanced GMAW (MIG) and FCAW (FLUX CORE) (2-4)

A continuation of WELD 1322, discussion of common welding mistakes and their solutions, welding open butt joints and fillet joints in different positions using hard and tubular wire.

Prerequisites: WELD 1322, WELD 2301.

WELD 2323 (WLD 223T)

Advanced GTAW (TIG) (2-4)

A continuation of WELD 2323 emphasizing proper joint preparation and welding of v-grooved open butt joints in different positions.

Prerequisites: WELD 2302, WELD 2301 or concurrent enrollment.



“I teach people to save lives as EMTs and Paramedics, and when a student tells me they have helped to save a life because of what they learned here, that is the best reward there is.”

William E. Gandy

Instructor/Director, Emergency Medical Technology
 B.M.Ed., University of North Texas
 J.D., University of Denver
 College of Law
 Paramedic Certificate, University of Texas Health Science Center

“Students have many causes of stress—children, single parenting, work, studying. If I can motivate students to grow in self confidence and relieve stress so they can learn, then I have accomplished something that will continue throughout their lives. Sometimes an extra smile, a listening ear, a written word of praise about work well done helps a student tremendously.

Laquita J. Showen

Instructor, Associate Degree Nursing
 B.S.N., Texas Women's University
 M.S., The University of Texas at Tyler



Who We Are Executive Officers

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M.A., Stephen F. Austin State University
Ph.D., The University of Texas at Austin

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Ed.D., University of Wyoming

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Medical Technology*
B.S., M.D., University of Toronto

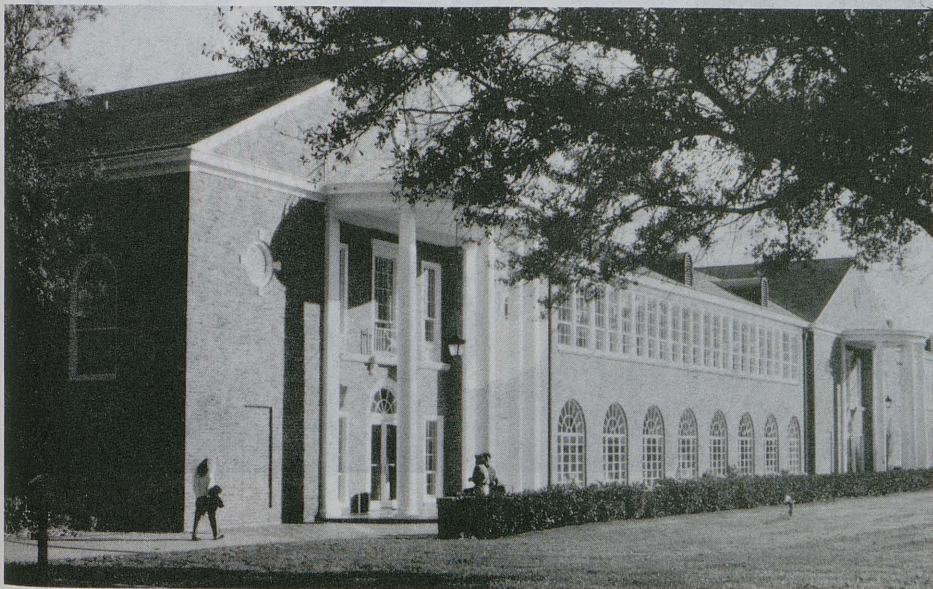
William L. Moore, M.D.

*Medical Director, Emergency
Medical Technology*
B.A., Baylor University
M.D., University of Texas Medical
School at Houston

James M. Stocks, M.D.

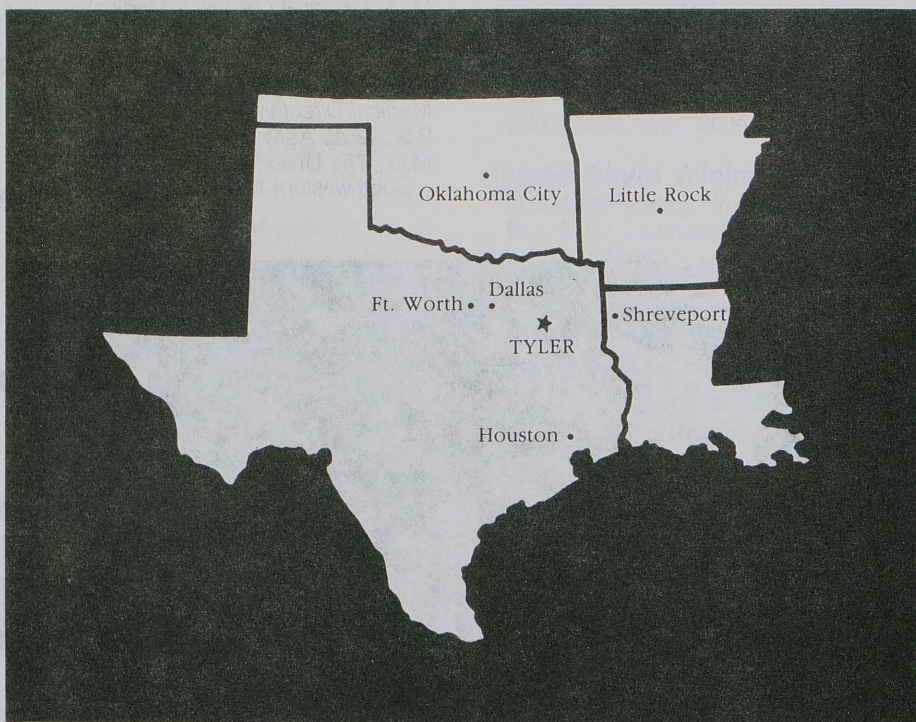
Medical Director, Respiratory Therapy
B.S., Texas A&M University
M.D., The University of Texas
Southwestern Medical School at Dallas

Jenkins Hall

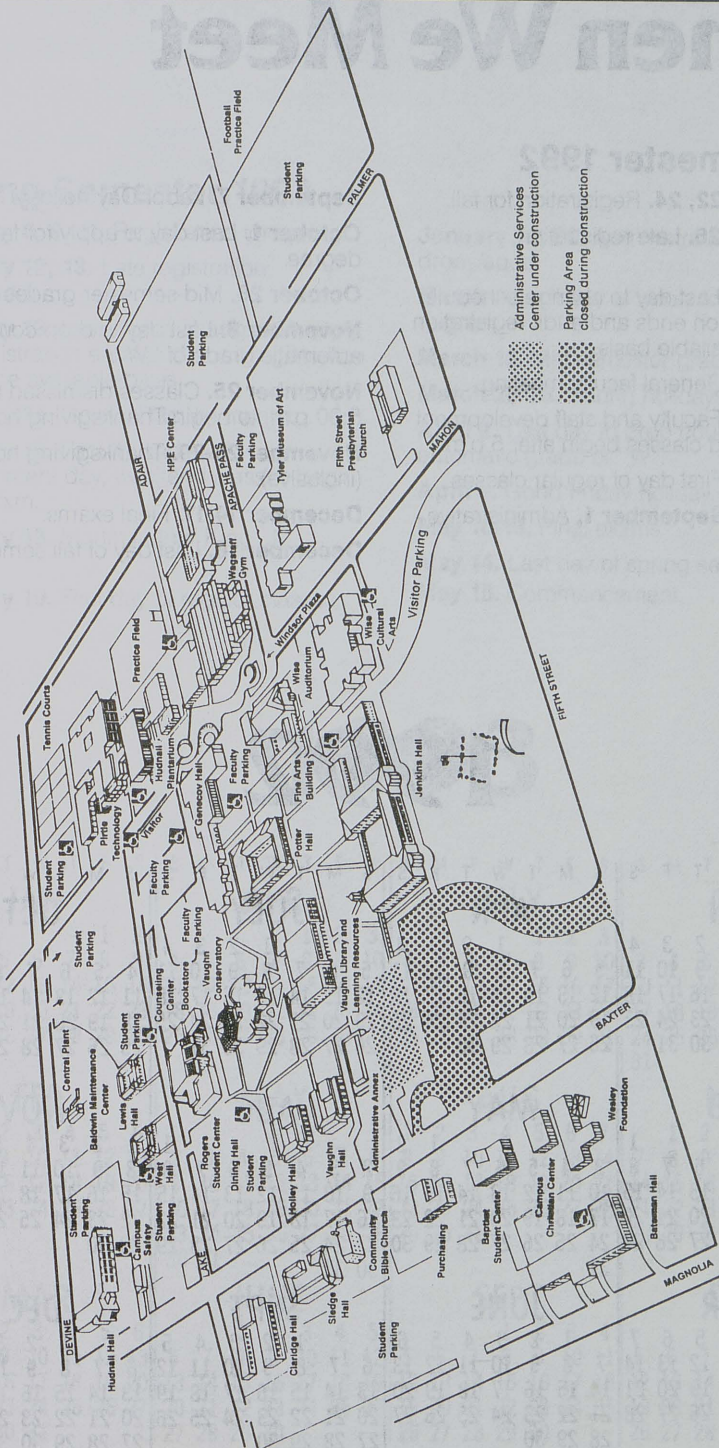


How To Find Us

Tyler Junior College is located in Tyler, Texas, a progressive city of approximately 75,000. Tyler is well-known not only for its roses and azaleas but also for its industry, modern medical facilities, shopping centers, symphony orchestra, civic theater, art museum and public recreational facilities.



Tyler Junior College Campus Map



When We Meet

Fall Semester 1992

August 21, 22, 24. Registration for fall.

August 25, 26. Late registration, drops/adds.

August 26. Last day to change schedule, late registration ends and audit registration on space available basis.

August 27. General faculty meeting.

August 28. Faculty and staff development day, weekend classes begin after 5 p.m.

August 31. First day of regular classes.

August 31–September 1. Administrative adds/drops.

September 7. Labor Day holiday.

October 1. Last day to apply for fall degree.

October 26. Mid-semester grades due.

November 6. Last day to drop course with automatic grade of "W".

November 25. Classes dismissed at 5:00 p.m. to begin Thanksgiving holidays.

November 26–29. Thanksgiving holidays (inclusive).

December 14–17. Final exams.

December 18. Last day of fall semester.

1992

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Spring Semester 1993

January 8, 9, 11. Registration for spring.

January 12, 13. Late registration, drops/adds.

January 13. Last day to change schedule, late registration ends and audit registration on space available basis.

January 14. General faculty meeting.

January 15. Faculty and staff development day, weekend classes begin after 5 p.m.

January 18. Martin Luther King, Jr. holiday.

January 19. First day of regular classes.

January 19, 20. Administrative drops/adds.

March 1. Last day to apply for a spring degree.

March 15. Mid-semester grades due.

March 20-26. Spring holidays (inclusive).

April 2. Last day to drop course with automatic grade of "W".

April 9. Good Friday holiday.

May 10-13. Final exams.

May 14. Last day of spring semester.

May 15. Commencement.

1993

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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Summer Session I, 1993

May 27, 28. Registration for first session.

May 31. Memorial Day Holiday.

June 1. Classes begin for first session (Most classes meet Monday through Thursday). Late registration, registration ends.

July 5. Holiday.

July 6. Final exams for first session.

July 7. All grades due in registrar's office.

Summer Session II, 1993

July 9. Registration for second session.

July 12. Classes begin for second session. Late registration and registration ends.

August 12. Final exams for second session.

August 13. All grades due in registrar's office.

1993

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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14	15	16	17	18	19	20	9	10	11	12	13	14	15	15	16	17	18	19	20	21	14	15	16	17	18	19	20
21	22	23	24	25	26	27	16	17	18	19	20	21	22	22	23	24	25	26	27	28	21	22	23	24	25	26	27
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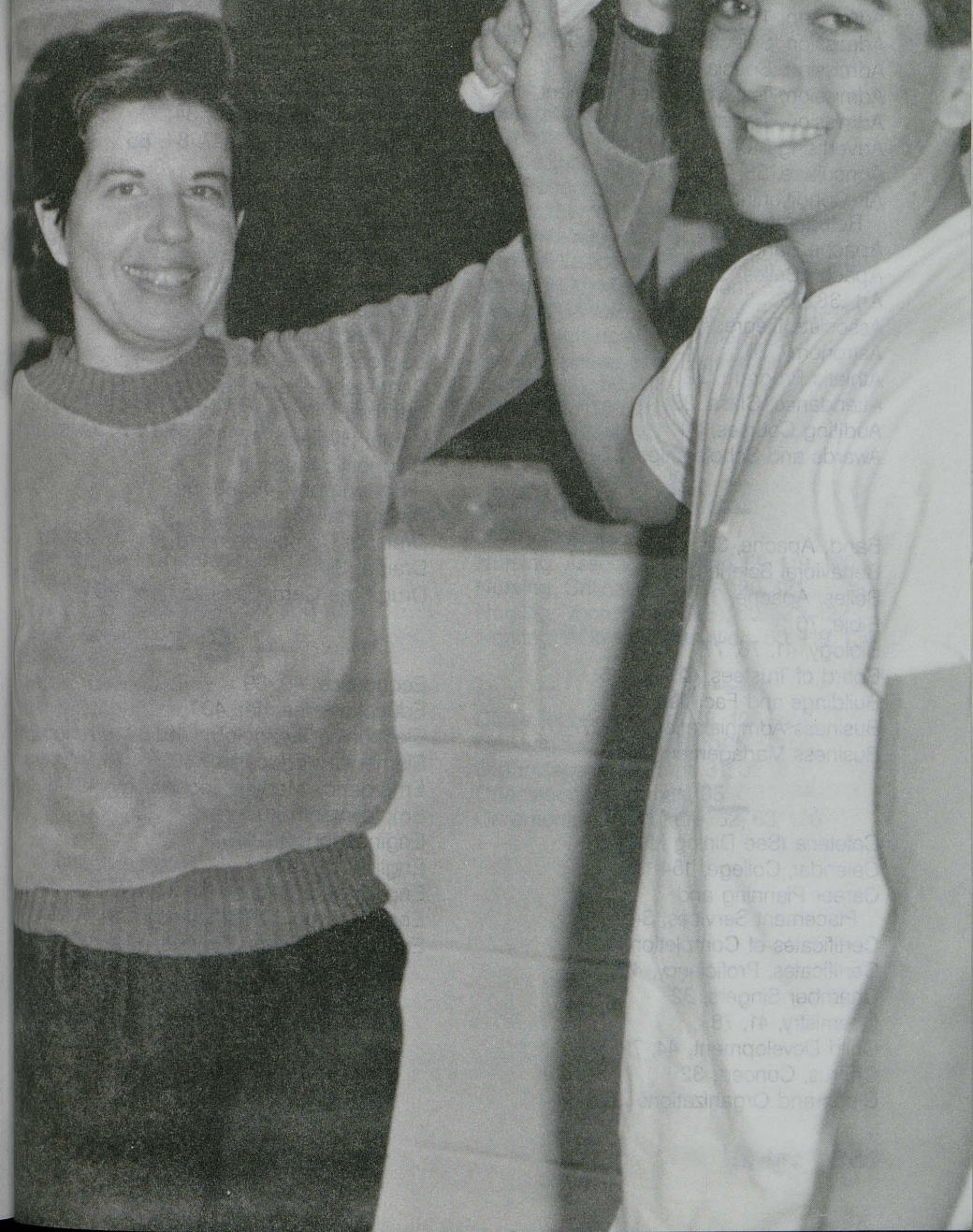
"When students ask to meet with me for extra instruction, I experience the excitement that one phase of 'real world' teaching can bring and that feeling keeps teaching alive and fresh for me year after year."

Nancy Li

Instructor, Health and Kinesiology

B.A., Southern Methodist University

M.A., Ed.D., University of Houston



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Tyler Junior College
P.O. Box 9020
Tyler, Texas 75711

Admissions Application

It is the policy of Tyler Junior College not to discriminate on the basis of race, creed, sex, national origin, age or handicap in its educational programs, activities, employment or admission policies.

Name _____
Last First Middle

Social Security No. _____ Gender ☐ Male ☐ Female

Permanent (Parent's) Address _____
Box or Street Number Area Code—Phone No.

City State Zip Code County

Birth Date _____ Place _____
Month Day Year City State

Local/Commuting Address _____
Box or Street Number Area Code—Phone No.

City State Zip Code County

In case of emergency, name of person to contact: _____

Relationship: _____

Address: _____

Telephone Number: _____
Area Code

To verify residency, attach a COPY (do not send original) of at least one of the following: (1) **high school transcript**, if you graduated during the preceding 12 months; (2) **Texas drivers license**, if valid during the preceding 12 months; (3) **Texas voter registration card**, if valid during preceding 12 months; (4) **property tax receipts, utility bills, or other documents** that clearly show your residence at least 12 months ago.

DO NOT LEAVE THIS SECTION BLANK. THE INFORMATION DETERMINES LEGAL RESIDENCE.

List **ONE** of the following:

1. Legal guardian or parents, if under 21 _____

2. Self _____

3. Other (explain) _____

Address of person(s) listed above (if address is the same as permanent address above, information must be repeated here)

Address City State Zip Code

Telephone Number _____
Area Code Telephone Number

How long has person listed resided at this address? _____

If LESS THAN 12 MONTHS, give city and state of prior residence(s) for previous 12 months:

(1) _____ From: _____ to: _____

(2) _____ From: _____ to: _____

Active military duty in Texas? ☐ Yes ☐ No

Are you a legal resident of the TJC District? ☐ Yes ☐ No ☐ Out of State ☐ Alien

(District is composed of Tyler*, Chapel Hill*, Grand Saline, Lindale, Van*, Winona)

*Portions are not in TJC District

Do you plan to receive a degree or certificate from Tyler Junior College? ☐ Yes ☐ No

IF YES, WHAT WILL BE YOUR MAJOR? _____

Are you a U.S. citizen? ☐ Yes ☐ No If no, complete the box below:

To be completed by non-U.S. citizens ONLY:

Country of citizenship _____

Country of birth _____

List the number of years you attended the following schools:

Elementary () Secondary () College/University ()

Have you been granted a permanent resident status? ☐ Yes ☐ No

If yes, list your number _____

Are you requesting an I-20? ☐ Yes ☐ No If yes, attach your Toefl score and affidavit of support.

(Complete other side)

*Ethnic Origin: (1) ☐ White, Non-Hispanic (3) ☐ Hispanic (5) ☐ American Indian or Alaskan Native
(2) ☐ Black, Non-Hispanic (4) ☐ Asian or Pacific Islander (6) ☐ Non-Resident Alien
*Optional: For affirmative action and statistical purposes.

Name under which you attended high school _____

Name of High School Attended _____ Graduation Date _____

City and State of High School _____

Have you passed the Texas Assessment of Academic Skills Test? (TAAS or TEAM) ☐ Yes ☐ No

Have you ever attended Tyler Junior College? ☐ Yes ☐ No

Name under which you attended _____

DATE OF LAST ATTENDANCE AT TYLER JUNIOR COLLEGE: _____

COLLEGE RECORD:
List all colleges or universities, including Tyler Junior College, you have attended.

School	City and State	Attendance Dates	Sem. Hours Completed

Semester last attended: (1) ☐ Fall (2) ☐ Spring (3) ☐ Summer Year _____

Highest degree held: ☐ None (0) ☐ High School (1) ☐ Associate Degree (2)
☐ Certificate, GED (3) ☐ Baccalaureate (4) ☐ Other (5)

What is your primary reason for attending Tyler Junior College?

- ☐ Earn a two-year degree (1)
- ☐ Improve skills needed in current job (6)
- ☐ Earn credit to apply to a four-year degree (2)
- ☐ Get a better job (7)
- ☐ Earn a certificate of proficiency (3)
- ☐ Maintain licensure (8)
- ☐ Personal enrichment (4)
- ☐ Other (9)
- ☐ Get a job (5)

Are you a homemaker who has cared for the home and/or family without pay and as a result needs training to enter the job market?
☐ Yes ☐ No

Are you a single parent who is separated, divorced, or widowed and who has separate or joint custody for one or more minor children?
☐ Yes ☐ No

1. TEXAS ACADEMIC SKILLS PROGRAM (TASP)

Tests Taken? ☐ Yes ☐ No
Scores requested for TJC? ☐ Yes ☐ No Date _____

TASP scores: Reading _____ Date Taken _____
Writing _____ Date Taken _____
Math _____ Date Taken _____

2. TASP EXEMPTION:

Are you EXEMPT from TASP? ☐ Yes ☐ No

Check if you would like information on the following: ☐ Financial Aid ☐ Services for the Disabled

Date you plan to enter Tyler Junior College _____ Semester _____ Year _____

Classification: ☐ Freshman ☐ Sophomore ☐ Graduate

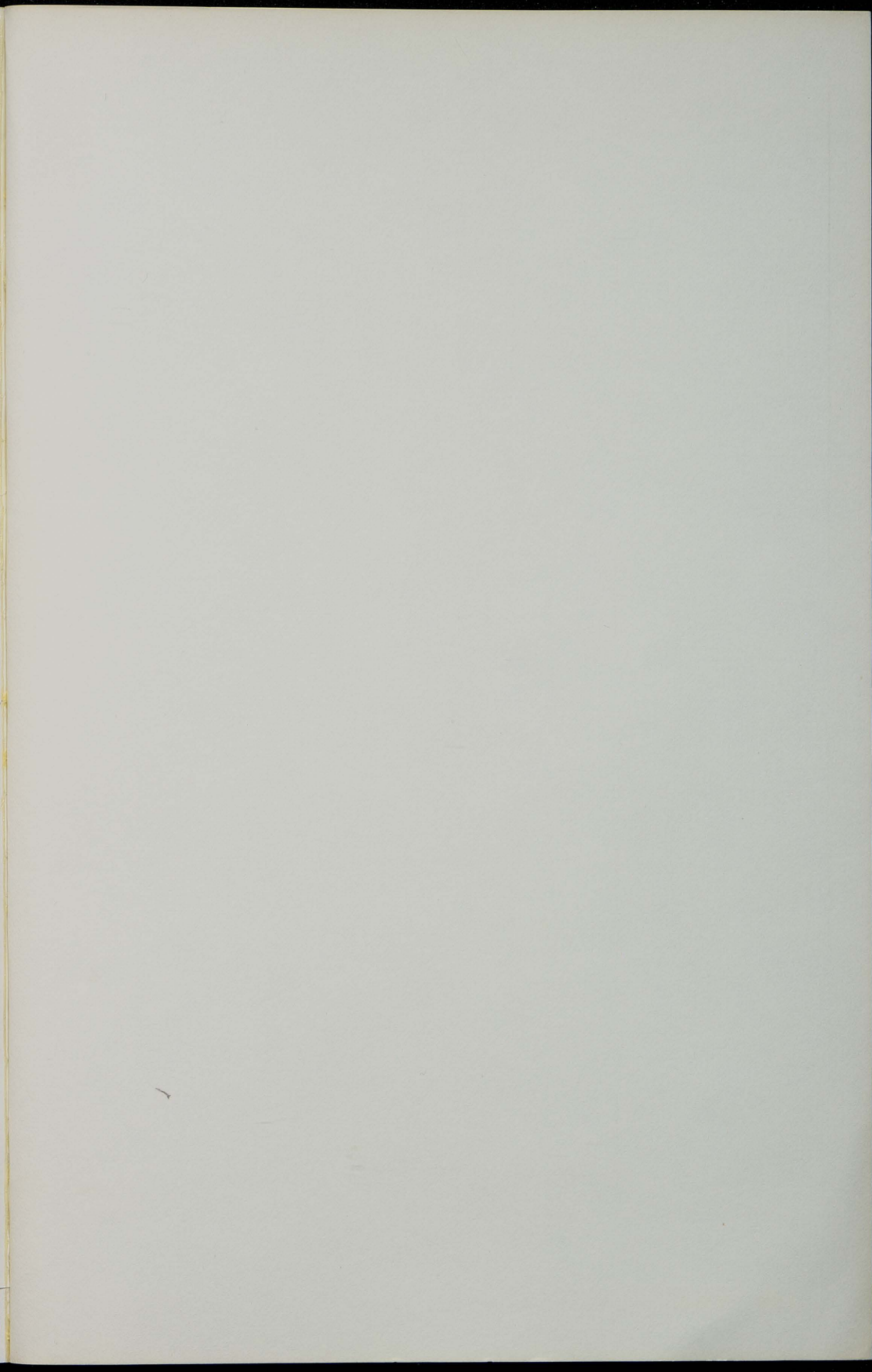
When you enroll, will you live: 1. ☐ at home 3. ☐ In residence hall
2. ☐ In off-campus housing (If so, a residence hall application must be completed)

Are you eligible to return to the last school attended? ☐ Yes ☐ No

I understand the requirements for classification as an in-district, out-of-district, or out-of-state resident for tuition purposes and I affirm by my signature that to the best of my knowledge and belief I am eligible to be classified as designated above, and that all other information on this form is true and correct. Any falsification of this information will cause my status to be reviewed, with possible dismissal.

Signature _____ Date _____

(Complete other side)





Tyler Junior College
P. O. Box 9020
Tyler, Texas 75711